



When we all share information, we have a good understanding of how we can help students progress and learn. Communication is key and the sharing of information enables us to work together as partners in achieving the best outcome for students.

## **ABSENCE**

On each day of absence, Bridge Training Ltd must be informed. You can either

- email us at [hello@bridgetrainingltd.co.uk](mailto:hello@bridgetrainingltd.co.uk)
- Text us on .....
- Phone us on 01452 411112

Please leave details of the student's full name, area of study reason for absence and expected duration.

If the absence is expected to be long term you will need to contact the Attendance Officer to discuss what can be done to support learning and the students return to Bridge.

## **ADVISORY BOARD**

Bridge Training does not have a Governing Body, but we are supported by an Advisory Board. For any further information please contact: [nicki.price@bridgetrainingltd.co.uk](mailto:nicki.price@bridgetrainingltd.co.uk)

## **ATTENDANCE**

All students **MUST** sign in at Reception every day before going to the training area and registers are taken at the beginning of each session during the day.

All students arriving late must sign in at reception prior to going to lessons and they will receive a late mark.

## **BEHAVIOUR**

We expect the highest standards of behaviour from all our students and Bridge Training has a Code of Behaviour for all students, it is in place to make sure that everyone who takes part in Bridge Training's activities, either off-site or on-site, knows what is expected of them.

Bridge Training will make sure that everyone taking part in our activities has seen, understood, and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate or unacceptable behaviour. The code of behaviour aims to:

- Identify acceptable and unacceptable behaviour encourage cooperation, honesty, fairness, and respect.
- Create an environment where the self-esteem, self-respect, and self-confidence of both you and others will develop and grow.
- Encourages recognition to respect the rights of others.
- Encourages responsibility of their own behaviour.
- Help resolve conflicts and make it clear what will happen if the code is not followed.

## **BREAKFAST CLUB**

The Bridge Training Breakfast club provides students with the opportunity to have a healthy and nutritious meal before learning. Breakfast is available from 0845 – 1030 (downstairs), term time only. Breakfast will consist of:

- Fruit
- Toast
- Yoghurt
- Milk
- Juice
- Cereal

## **BULLYING**

Bridge Training has an anti-bullying policy and does not condone any form of bullying. If you suspect that a student is being bullied, please contact the Student Support Lead for a Confidential discussion.

## **CALENDAR**

A calendar of events is available on our website. It is good to regularly consult the website for up-to-date information. Term dates for the current and academic year are also on the website.

## **CAREERS GUIDANCE**

Bridge Training provide impartial Careers, Advice and Guidance. To ensure that the curriculum remains relevant and aligned with industry standards, we maintain close relationships with employers and industry experts. Through regular experiences of work, students can gain an insight to the realities of the world of work and an understanding of the skills and personal attributes required to succeed in a range of industry sectors. We regularly

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update our courses to reflect emerging trends, technologies, and best practices. This approach maximises the employability of our students by equipping them with up-to-date knowledge and skills.

### **CAR PARKING**

Car parking is at a premium, there may be spaces available in the car park to drop and pick up students. The car park is for staff only. If parking on the road, please park courteously and considerately and do not obstruct residents' access to their properties.

### **COMMUNICATION**

The usual method of communication is via letter, email and/or text messages. We also use our website and social media to communicate Emergency Closures.

Please keep Bridge Training informed of any changes to personal data – address, phone, emails, contacts, doctors, medical conditions etc.

### **COMPUTERS / IT EQUIPMENT**

At Bridge Training we aim to encourage responsible behaviour and practice in using the computer equipment to maintain a secure, safe, and robust IT environment.

Resources are provided for Bridge Training work only, limited personal use is allowed provided it is not illegal, does not affect others or interferes with the student studies.

Data or software should not be installed onto Bridge Training owned devices unless they have been checked for viruses or other malware by the IT Technician.

Online safety is embedded within the curriculum at Bridge Training, for Online Safety Support and guidance please contact our Designated Safeguarding Leads or see the Parent link on the website.

### **CONTACTING STAFF**

You can either call our reception on 01452-411112 or email [hello@bridgetraining](mailto:hello@bridgetraining).

If you have a query or concern about a student wellbeing, please contact our Student Support Team.

If you have a query about a student's learning, then you may wish to speak with a specific teacher. Telephone contact can be made at any time but please be aware that, due to teaching commitments, it may not always be possible for you to speak with a teacher immediately. Reception will ask if you need to leave a message or to email and the staff member will endeavour to respond as soon as possible, normally within 48 hours.

## **CURRICULUM**

Our curriculum is designed to be student focussed and is tailored to meet individual needs through:

- Excellent teaching and learning that improves and promotes inclusivity.
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships.
- Dignity, respect, ambition.
- High aspirations for staff and students and a solution led approach.
- Supportive, safe, and inclusive environment to maximise each student's individual journey.
- Passion for learning and growth to meet outcomes, expectations, and aspirations.

## **DATA**

Bridge Training Ltd aims to ensure that all personal data collected about staff, students, parents, advisory board, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

We share information with the ESFA to fund education as we have a duty to provide them with eligibility, enrolment, and achievement data. We also share information with our local authorities, or processors acting on their behalf, and schools, particularly for those under 18 (or 19-24 with an Education Health Care Plan).

We may also share your information with other third parties, but this will only be limited to only the information that is required. These Include

- Other agencies under Social Protection law where there are welfare or safeguarding concerns.
- Support providers for those students who require additional support and/or assistance.

## **DRESS CODE**

Some training areas have a uniform code, and this expectation will be discussed with the student at look-around and induction. If there is no uniform code, then it we expect students to wear sensible and appropriate clothing for the training environment.

Some financial assistance is available – please see Financial Support

## **EHCP / SPECIAL EDUCATIONAL NEEDS**

Students with special educational needs and/or disabilities are integrated into the mainstream curriculum. We are deeply ambitious for all students and do not allow a SEND need to become a barrier and effort is made to ensure that any student is supported in their learning as far as is reasonably

practicable. Our learning support team works alongside teachers across the curriculum to develop appropriate learning strategies and resources.

Bridge Training has a dedicated EHCP/SEN Team, for support in this area please contact them directly at the earliest opportunity and in full confidence or via [hello@bridgetrainingltd.co.uk](mailto:hello@bridgetrainingltd.co.uk).

### **EMERGENCY CLOSURE**

In the unlikely event of closure due to heavy snow or some other unforeseen occurrence, Bridge Training will communicate the closure quickly and clearly via the following channels:

- Website: [www.bridgetrainingltd.co.uk](http://www.bridgetrainingltd.co.uk)
- Facebook: Bridge Training Ltd

### **EQUALITY**

We are committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination at Bridge Training. Our aim is to be truly representative of all sections of society and for everyone to feel respected and able to give their best.

### **FEEDBACK and COMPLAINTS**

Bridge Training encourages feedback because it is used to improve our courses and services. If you wish to share your views and experiences, positive or negative, simply speak with a member of staff.

If you or a student are unhappy with anything at Bridge, it is often worthwhile discussing your concerns with the teacher and/or the Student Support Team as they may be able to sort the issue out quickly. Most problems can be dealt with at this stage, but in some cases, you may feel more comfortable speaking to someone not directly involved.

If you are still unhappy and the problem, cannot be sorted out informally then you are entitled to lodge a formal complaint. The policy is available on our website for further information.

### **FINANCIAL SUPPORT**

You may be eligible for financial support to help with the following

- Cost of travel to Work Placements – including supporting students with travel costs for interviews for a job, apprenticeships and/or internships / Travel training
- Equipment and clothing for work placements
- Books and essential equipment relating to the course.
- Exam retake fees
- Employability trips and visits / Educational trips and visits
- Any other requirements will be considered on an individual basis, at the discretion of Bridge Training.
- Free School Meals

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If you are eligible, please provide the above evidence, the information will be photocopied and returned to you. Your benefits will not be affected, and no information will be sent to the DWP.

For further information, please see <https://www.bridgetrainingltd.co.uk/wp-content/uploads/2022/10/Discretionary-Bursary.pdf> or if you have any questions regarding the above, please contact Nikki Harrod on 01452 411112.

### **FIRE EVACUATION**

As part of Bridge Training's commitment to keeping everyone safe, we conduct regular fire evacuation and lockdown drills. Staff are fully trained on how to deal with these incidents but if you have any concerns about the effect of these on the student, please do not hesitate to contact our Student Support Team

### **FIRST AID**

If a student becomes ill or is injured during the day, Bridge Training First Aiders and/or teacher will make a judgement about their condition. If it is necessary to send a student home and, you will be informed of the decision and asked about arrangements for collection.

Non-prescription medicines should only be brought onto site when essential.

Prescription Medicines must not be carried by students and should only be brought onto site by prior arrangement.

### **FOOD and DRINK**

See Lunch and Break Times

### **HOLIDAYS (within Term Time)**

Unless there are exceptional circumstances, we discourage holidays being taken in term-time. If you still decide to take the student out of Bridge Training, then we have no choice but to mark the absence as unauthorised.

If the student needs to take time out for a special event, then please inform the Attendance Officer well in advance.

### **HOME STUDY / INDEPENDENT STUDY**

Regular study tasks will be set for all students to support the work done in lessons and to promote independent learning.

### **LUNCH AND BREAK TIMES**

Bridge Training does not have catering facilities on-site, but toast, tea, coffee, hot chocolate, and squash is available throughout the day.

Bridge Training operates a 'must remain on site' policy for those under the age of 16 unless a parental permission form has been signed.

Free School Meals – please see financial support.

## **LOST PROPERTY**

Anything that is identifiable will be returned to the student – all other items will be held in reception.

## **MEDICAL / DENTAL APPOINTMENTS**

If you need to make a medical and/or dental appointment, then please try to make it outside of training hours. If this isn't possible then please let the attendance Officer know the date, time, and type of appointment. We will then make a note on the register for that day and inform the relevant members of staff. If the student is under 16 then they will not be allowed to leave without permission from the parent/carer.

Medical forms – please ensure that these are up-to-date, especially if a student has any ongoing medical conditions as our First Aid Team need to be aware.

## **MEDICINE**

If a student must regularly take medication, then we should be informed at look-around and/or induction as we have strict guidelines and procedures to follow.

## **MOBILE PHONES**

Students are allowed to bring mobile phones to Bridge, mobile phones are NOT to be used during lesson time unless a prior arrangement has been made with the teacher. Should you need to contact a student in an emergency, please call the main reception and we will get a message to them.

## **OPEN EVENINGS**

These events provide a good opportunity to find out how a student is doing and to ask staff (teaching and student support) what you can do to help. We try to hold an open evening at least once a year and we recommend that the student attends with you as we are keen to involve them in the discussion about their progress.

## **OPENING HOURS**

Bridge Training is open from 0830 to 1700. Students can be on-site from 0845 but must be collected by 1630.

The main office will be manned from 0830 to 1700 during term time and 1000 – 1600 during holiday periods, except for Bank Holidays, Easter Holidays and Christmas week when Bridge Training is closed.

## **PASTORAL SUPPORT (STUDENT SERVICES)**

The student Support Team are in Bridge to support students with any worries or concerns they may have, which are affecting them inside and outside of Bridge. Students can see their Support Lead before lessons starts, breaks and/or lunchtimes. Any support required should be kept to a minimum during lesson time to avoid disruption to learning.

## **POLCIY**

Policies are available on the website. A hard copy of any policy can be requested at any time from office staff.

## **PSHE**

The Personal, Social, Health and Economic Curriculum is fully embedded within our training. The aim of the programme is for our students to stay healthy, safe and prepare for life and work in modern Britain. Topics may include (but not exhaustive):

- Online safety
- Health and Wellbeing
- Healthy relationships
- Equality and Diversity

## **RECEPTION**

To comply with our procedures for the safeguarding of children, all parents and visitors must sign in at Main Reception. They will then be issued with a visitor's badge, met, and escorted by the member of staff they are meeting.

## **REPORTS**

Reports are issued two times a year, these will contain the following information about the students' attainment, attitude and behaviour, attendance figures and comments from relevant members of staff.

Please feel free to contact Bridge Training to discuss any issues arising from reports.

## **SAFEGUARDING**

Parents/carers should be aware that Bridge Training will take any reasonable action necessary to ensure the safety of its students. In cases where Bridge Training has reason to be concerned that a student may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow safeguarding procedures and inform the relevant agencies of their concern. Our Safeguarding Policy can be requested or viewed on the website. If you have a safeguarding concern about a child, please do not hesitate in contacting our Designated Safeguarding Lead.



## **SMOKING/VAPING / E CIGARETTES**

Smoking / vaping and E Cigarettes are only permitted within the designated area. Support for those who smoke / vape can be provided through the following organisations:

NHS Quit Smoking: <https://www.nhs.uk/better-health/quit-smoking/>

## **STUDENT VOICE / PARENT VOICE**

Student and Parent voice refers to the values, opinions, beliefs, and perspectives of Bridge Training. It allows students and parents to contribute to the curriculum and ethos.

## **TRANSPORT**

Public transport costs (only) will be reimbursed by Bridge Training, providing that the student has fully attended the days sessions.

We expect our school standards to extend to bus travel too and we expect courtesy and consideration to be shown to drivers and other bus users. Students who behave in a manner that would distract the driver.

## **TRIPS & ENRICHMENT ACTIVITIES**

Bridge Training recognise the importance of these events and a variety of trips, visits and enrichment opportunities are planned into our curriculum.

Some financial assistance is available – please see Financial Support

## **VISITORS**

To comply with our procedures for Safeguarding, all parents/carers and visitors to Bridge must sign in at the man reception, they will be issued with a visitors' badge and escorted on-site.

## **WEBSITE**

There is a great deal of information on our website, please make sure you look regularly [www.bridgetrainingltd.co.uk](http://www.bridgetrainingltd.co.uk)

## **WELL-BEING**

The Student Support Team work alongside outside agencies to support students' well-being. If you or a student have any concerns about well-being or safety, then please contact Bridge Training and speak to the Student Support Lead.