

CAMBRIDGE

In toto ed

totally, entirely, completely

Student Handbook

2023-2024



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In Toto Ed: a supportive and inclusive learning environment. An alternative to mainstream schools and colleges that builds a bespoke learning pathway around your needs and interests.

For young people aged 11+ with complex needs, In Toto Ed provides a bespoke alternative to mainstream school and college. Gain qualifications and life skills that develop a pathway to independence in a small, supportive and inclusive learning environment.

WELCOME TO IN TOTO ED

It is my very great pleasure to be Director of In Toto Ed, an exciting and vibrant provision for young people aged 11-19. All of our young people need additional support, and we strive to offer every student a bespoke pathway to help them achieve their full potential.

Alongside our commitment to delivering a high quality, broad and balanced curriculum, we have a strong focus on the arts with purpose-built recording studios and art rooms in each of our schools.

We work hard to develop strong, positive relationships and each of our schools has a designated student common room equipped with tea and coffee making facilities, table tennis and other activities, and an area for eating and socialising.

We have a strong emphasis on preparing young people for adulthood, and this is embedded through PSHE, life skills and employability lessons; work experience; and a designated tutor and mentor who oversees the wellbeing of each of our students.

'In Toto' translates as 'totally, entirely, completely' and our students are totally, entirely and completely at the heart of everything we do.



Simon Gunton
Director, In Toto Ed

CONTACT DETAILS



London (Head Office)
St Agnes House
Cresswell Park
Blackheath
SE3 9RD

020 3691 4053



Cambridge
Fordham House Estate
Newmarket Road
Fordham
CB7 5LL

01223 344355



Peterborough
Fenlake House,
Fenlake Business Centre,
Peterborough,
PE1 5BQ

01733 963980

All schools:
info@in-toto-ed.com
www.in-toto-ed.com

USEFUL NUMBERS & WEBSITES

Anti-bullying alliance

A coalition of organisations and individuals that are united against bullying

www.anti-bullyingalliance.org.uk

Anxiety UK

Anxiety helpline
08444 775 774

www.anxietyuk.org

Beat Youth Line

Eating disorder helpline
0808 801 0711

www.b-eat.co.uk

CALM

Helpline for boys aged 15+
0800 58 58 58

www.thecalmzone.net

Childline

24-hour helpline for under 18s
0800 11 11

www.childline.org.uk

Citizens Advice

We help people to understand their rights and obligations and give people the support they need to take action

0800 144 8848

www.citizensadvice.org.uk

Crimestoppers

Crime prevention
0800 555 111

www.crimestoppers-uk.org

Crime Victims

Victim support
0845 303 0900

www.victimsupport.org.uk

Health Magazine

Fitness and nutrition information
www.health.com

Kidscape

Keeping safe, bullying & how to cope
020 7730 3300

www.kidscape.org.uk

Kooth

Online support for young people
www.kooth.com

Mental Health Foundation

Mental health issues helpline
020 7803 1100

www.mentalhealth.org

MIND

Mental health issues helpline
0300 123 3393

www.mind.org.uk

No Panic

Help with anxiety disorders
0844 967 4848

www.nopanic.org.uk

NSPCC

24-hour child protection helpline
0800 800 5000

www.nspcc.org.uk

OCD UK

Obsessive compulsive disorder help
0845 120 3778

www.ocduk.org

Papyrus

Young suicide prevention
0800 088 4141

www.papyrus-uk.org

The Proud Trust

LGBT and youth support
0161 660 3347

www.theproudtrust.org

Safer Internet

Tips, advice, guides and resources to help keep your child safe online
0344 800 2382

www.saferinternet.org.uk

Samaritans

24-hour suicide prevention line
08457 90 90 90

www.samaritans.org.uk

Transport for London

Journey planning across the capital
tfl.gov.uk

Young Minds

Emotional help
0800 802 5544

www.youngminds.org.uk

Youth Access

Discuss problems confidentially
020 8772 9900

www.youthaccess.org.uk



TERM DATES

School term and holiday dates for 2023/2024

Students do not attend on INSET days

Autumn Term dates

Wednesday 6 September - Friday 20 October 2023

Monday 20 October - Tuesday 19 December 2023

Half Term: 23-27 October 2023

INSET DATES: 4 & 5 September 2023, 20 December 2023

Spring Term dates

Thursday 4 January - Friday 17 February 2024

Monday 27 February - Thursday 28 March 2024

Half Term: 19-23 February 2024

INSET DATE: 3 January 2024

Summer Term dates

Monday 15 April - Friday 24 May 2024

Monday 3 June - Tuesday 23 July 2024

Half Term: 27-31 May 2024

BANK HOLIDAY: 8 May 2024

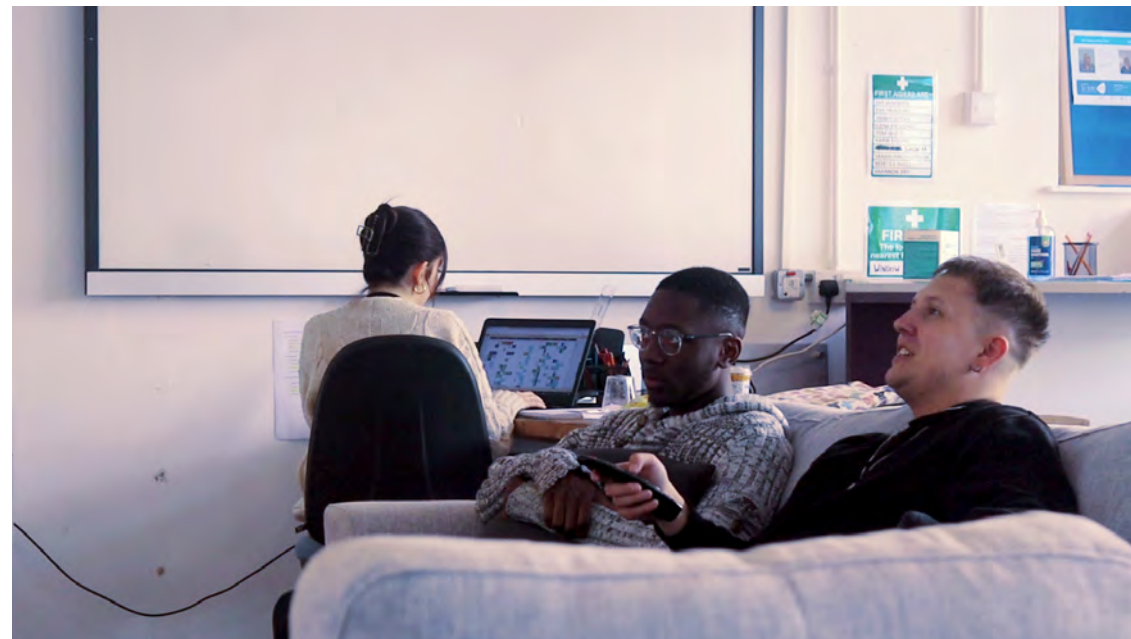


DRESS CODE

In Toto Ed doesn't have a formal dress code. Instead, we ask students to dress appropriately for the subjects they're studying. For instance students taking part in sports need to wear exercise clothing.

We ask all students to **remember their dignity** and to **set the standard for others**. In practice (applied to contemporary fashions) this means:

- Not wearing clothes that consistently reveal underwear or large amounts of flesh
- No T-shirts or other items of clothing advocating or celebrating illegal acts, drugs etc
- No items of clothing that may suggest membership of clans, gangs and so on
- No masks to be worn
- No earphones worn on site unless given permission by staff
- Mobile phone should not be visible in school



CURRICULUM

At In Toto Ed we offer a bespoke pathway for each of our students. Courses we currently offer are listed below.

Years 7-9:

English, History, Maths, Computing, PE, Music, Art and Design, Geography, LAMDA

Years 10 and 11 (E1-L2)

GCSE:

English Language, English Literature, Maths, Music

Arts Award:

Bronze, Silver and Gold

Vocational Qualifications:

Beauty, Creative Media, Art and Design, Music, Music Technology, Cookery, Barista Skills

Functional Skills:

English, Maths and ICT

Post-16 (E1-L3)

GCSE re-takes

Functional Skills:

English, Maths and ICT

Arts Award:

Bronze, Silver and Gold

Vocational Qualifications:

Beauty, Creative Media, Art and Design, Music, Music Technology, Cookery, Barista Skills

STAY SAFE ONLINE

Here are some things to remember when you are online:



Essential resources to stay safe online:

Childline: www.childline.org.uk

Twitter Help Centre: help.twitter.com/en/safety-and-security

UK Safer Internet Centre: www.safeinternet.org.uk

Snapchat Safety Centre: www.snapchat.com/safety

Get Connected helpline: www.getconnected.org.uk

Professionals' online safety: helpline@saferinternet.org.uk

Revenge Porn Helpline: help@revengepornhelpline.org.uk

Report abuse and grooming: www.ceop.police.uk/Safety-Centre

WHAT IS SAFEGUARDING?

Safeguarding is a term used to denote measures to protect the health, well-being and human rights of individuals. Safeguarding is keeping the children and adults we care for protected from harm, abuse or neglect.

Safeguarding is crucial as promoting the welfare of our children and adults and protecting them from harm can massively help the young person's health and development, ensuring the children and adults grow up with the provision of safe and effective care.

Everybody who is working with a young person has a duty of care to keep the young person safe, also making sure everyone who comes into contact with a young person has a role to play in sharing information and identifying concerns.

WHAT TO LOOK OUT FOR

When working with our children and adults, we should always be vigilant on recognising signs of harm, abuse and neglect as it is crucial for the wellbeing and health of the young person. In some cases, a young person may not be able to verbalise or find it difficult to verbalise, so it is crucial to be able to recognise the signs.

Below is a list of a few signs to look out for:

- Change in behaviour
- Being withdrawn from activities or being withdrawn from individuals
- Task avoidance
- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Self-harm
- Unexplained injuries (bruising, fractures or burns)
- Desperate seeking of affection

NEGLECT & TYPES OF ABUSE

- **Neglect** is a deficit in meeting a child's basic needs including the failure to provide adequate care.
- **Physical abuse** is any intentional act causing injury or trauma.
- **Verbal abuse** is when a person forcefully criticises, insults, or denounces someone else.
- **Financial abuse** is the illegal or unauthorised use of a person's property, such as money.
- **Sexual abuse** is undesired sexual behaviour by one person upon another.
- **Discrimination** is treatment of a person based on a group such as religion, sex, age, race, etc.
- **Psychological & emotional abuse** is any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment which may diminish the sense of identity, dignity, and self-worth.



WHO SHOULD I SPEAK TO ABOUT A CONCERN?

Cambridge: 01223 343946



CHARLIE BLACKMAN-DOYLE

**Head of School (Cambridge)
& DSL**

charlie.blackman-doyle@in-toto-ed.com



DEE WARWICK

**Lead Student Support
& DDSL**

dee.warwick@in-toto-ed.com

HEALTH AND SAFETY



Fire alarm

When the fire alarm sounds, stay calm, follow instructions from staff and leave quickly by the nearest exit. Wait in the marked assembly point until told otherwise. A member of staff will tell you when you can re-enter the building.



Read the Fire and Evacuation Procedures

If you are a disabled student with mobility restrictions, you will need a Personal Emergency Evacuation Plan (PEEP) which your Tutor will put in place for you. Please make sure you become familiar with the fire exit signs in all your classrooms, around the building and in your workplace.



First Aid

There are First Aid points and trained First Aiders at all sites; any member of staff will be able to find them for you. If you have even a minor accident, make sure you report it so that it can be recorded, and action taken to prevent it happening in the future.



Try to avoid situations that make you feel unsafe

If you do feel unsafe for any reason, report your concerns to your Tutor or a member of staff at reception.

ATTENDANCE PROCEDURE

We expect all students to attend every lesson scheduled on their timetable. Timetables can be accessed through Firefly. Good attendance is essential to ensure progress is made - and it also enables school staff to give students the support they need.

If you are unable to attend your lesson, a parent, carer, social worker, foster parent or a representative from your housing organisation must call the relevant number below:

Cambridge: 01223 343946



BRITISH VALUES

British Values are very important to us here at In Toto Ed. We are dedicated to promoting them within our community in order to establish a strong sense of social and moral responsibility.

We see British Values as underpinning what it is to be a citizen in a modern and diverse Britain. They allow us to create environments free from discrimination, intolerance and hate. They help us to challenge prejudice and stereotyping, whilst strengthening relationships within the community.

As well as actively promoting these values to our students, we also work hard to embed them into student work across all curriculum areas. This ensures our students understand the importance of respect, so they can leave In Toto Ed fully prepared to live and work in modern Britain as responsible citizens.

The five British Values are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

PREVENT

The Prevent duty is to ensure that we safeguard students from becoming radicalised. This is when a person supports terrorism and is drawn into violent extremism and the holding of extremist views, which refer to vocal or active opposition to the fundamental British Values.

For support and advice visit Let's Talk About It:
www.ltai.info/what-is-prevent

FIREFLY, IT AND E-SAFETY

All students will have access to our Virtual Learning Environment (VLE), Firefly. Firefly gives students access to their timetable and a platform of resources to support your learning. If you are unable to attend your lesson, work will be set for you through the 'Tasks' setting. You will gain access to Firefly using your In Toto Ed email address, which every student is allocated when they are enrolled.

Firefly can be accessed through: Intotoed.fireflycloud.net

At In Toto Ed we love digital media and new technology. We are lucky enough have laptops, iPads, interactive whiteboards and recording studios to support our lessons.

We encourage all our students to engage with digital media to support your learning. You will use it to organise your days, support your home and class work, access a wealth of resources on Firefly and to use a variety of different apps. As a result, we take e-safety very seriously.

Delivery of e-safety happens through a variety of different media platforms, from projects to PSHE lessons and workshops. We offer advice to parents and carers through Firefly.

If you have any e-safety related questions, please contact our IT department on IT@in-toto-ed.com

The NCA's CEOP Command (formerly the Child Exploitation and Online Protection Centre) works with child protection partners across the UK and overseas to identify the main threats to children. www.ceop.police.uk/Safety-Centre

INCLUSION CALENDAR

| September | | |
|--|--|-------------------------------|
| 8th: International Literacy Day | 15th: International Day of Democracy | 15th-17th: Rosh Hashanah |
| 18th: Jeans for Genes | 21st: International Day of Peace | 24th-25th: Yom Kippur |
| 26th: European Day of Languages | 27th: The Prophet Muhammad's birthday | 29th: Sukkot |
| October | | |
| 1st-31st: Black History Month | 2nd: Mahatma Gandhi's birthday | 4th: World Space Week begins |
| 4th: Walk & Rolls to School Day | 5th: World Teachers' Day | 10th: World Mental Health Day |
| 10th: World Homeless Day | 10th: National Braille Week begins | 10th: Ada Lovelace Day |
| 16th: World Food Day | 17th: International Day for the Eradication of Poverty | 18th: Anti-Slavery Day |
| 22nd: International Stammering Awareness Day | 31st: Halloween | |
| November | | |
| 1st: All Saints' Day | 5th: Guy Fawkes Day | 7th: Marie Curie's birthday |
| 10th: World Science Day | 11th: Armistice / Remembrance Day | 12th: Diwali / Deepavali |
| 13th-17th: Anti-Bullying Week | 14th: World Diabetes Day | 16th: Road Safety week begins |
| 16th: Disability History Month begins | 17th: BBC Children in Need | 20th: World Children's Day |
| 23rd: Mary Seacole's birthday | 27th: Birthday of Guru Nanak | 30th: St Andrew's Day |

| December | | |
|------------------------------------|---|--|
| 1st: World AIDS Day | 2nd: International Day for the Abolition of Slavery | 3rd: International Day of Persons with Disabilities |
| 3rd: Advent begins | 7th-15th: Hanukkah | 10th: Human Rights Day |
| 16th: Jane Austen's birthday | 25th: Christmas Day | 26th: Boxing Day |
| 31st: New Year's Eve | | |
| January | | |
| 1st: New Year's Day | 6th: Epiphany | 8th: Stephen Hawking's birthday |
| 15th: Dr Martin Luther King Jr Day | 21st: World Religion Day | 25th: Burns Night |
| 25th: Tu B'Shevat (Arbor Day) | 27th: Holocaust Memorial Day | |
| February | | |
| 1st-28th: LGBT+ History Month | 2nd: Candlemas | 4th: World Cancer Day |
| 4th: Rosa Parks' birthday | 4th: Children's Mental Health Week begins | 6th: International Day of Zero Tolerance for Female Genital Mutilation |
| 6th: Safer Internet Day | 7th: Isra and Mi'rai | 7th: Charles Dickens' birthday |
| 10th: Lunar New Year | 12th: Darwin Day | 13th: Shrove Tuesday |
| 14th: Ash Wednesday (Lent begins) | 14th: Valentine's Day | |

| March | | |
|---|--------------------------------|---|
| 1st-31st: Women's History Month | 1st: St David's Day | 7th: World Book Day |
| 8th: International Women's Day | 10th: Mother's Day | 10th: Ramadan begins |
| 14th: Pi Day | 17th: St Patrick's Day | 18th: National Child Exploitation Awareness Day |
| 21st: International Day for the Elimination of Racial Discrimination | 21st: World Down Syndrome Day | 21st: World Poetry Day |
| 22nd: World Water Day | 24th: Purim | 24th: Palm Sunday |
| 25th: Holi | 28th: Maundy Thursday | 29th: Good Friday |
| 31st: Easter Sunday | | |
| April | | |
| 1st: Easter Monday | 1st: April Fool's Day | 2nd: World Autism Awareness Day |
| 7th: World Health Day | 9th: Ramadan ends | 10th: Eid ul-Fitr |
| 22nd-30th: Passover | 22nd: Earth Day | 22nd: Stephen Lawrence Day |
| 23rd: St George's Day | 23rd: Shakespeare's birthday | |
| May | | |
| 3rd: World Asthma Day | 3rd: World Press Freedom Day | 5th: Yom HaShoah |
| 8th: Bike & Roll to School Day | 8th: VE Day | 12th: Florence Nightingale's birthday |
| 17th: International Day Against Homophobia, Transphobia, and Biphobia | 18th: International Museum Day | 19th: Pentecost |

| June | | |
|--|---|-------------------------------------|
| 1st-30th: Gypsy, Roma, and Traveller History Month | 5th: World Environment Day | 6th: Anniversary of D-Day |
| 8th: World Oceans Day | 11th: Millicen Garrett Fawcett's birthday | 16th: Father's Day |
| 17th: Eid al-Adha | 20th: World Refugee Day | 21st: Make Music Day |
| 22nd: Windrush Day | 23rd: Alan Turing's birthday | |
| July | | |
| 6th: Friday Kahlo's birthday | 12th: Malala Yousafzai's birthday | 15th: Emmeline Pankhurst's birthday |
| 18th: Mandela Day | 30th: International Day of Friendship | |
| August | | |
| 12th: International Youth Day | 26th: Katherine Johnson's birthday | |

CODE OF CONDUCT

At In Toto Ed, we expect all students to do the following:

- Act responsibly
- Be honest
- Be considerate and courteous towards others
- Behave in a respectful manner towards others so that they do not feel they are being harassed or bullied
- Do not use mobile phones in class
- Attend all lessons
- Arrive on time
- Do not eat or drink during lessons
- Sign in and out of the building

Examples of unacceptable behaviour which breach our Discipline Regulations include:

- Violent, indecent, disorderly, threatening and offensive behaviour
- Sexual misconduct; this includes sexual harassment, sexual assault, sexual abuse and any conduct of a sexual nature that is without consent, to include conduct online or via social media
- Abusive, threatening or offensive language (verbal or written) including online or via social media
- Bullying and harassment; this includes bullying of any individual or harassment of an individual based on protected characteristics such as race, gender, ethnicity, disability, sexual orientation
- Action likely to cause injury or impair safety to students and staff
- Possession, supply and production of illegal drugs
- Deceit, deception and dishonesty



SMSC

Social, Moral, Spiritual and Cultural (SMSC) development is at the heart of In Toto Ed and forms the basis of our curriculum and pastoral support. It is embedded in our PSHE, Employability and Life Skills lessons.

As a school academic studies are incredibly important to us, but the part we get really excited about is when we see a student achieving their academic potential due to all their ongoing personal development: their emotional regulation, their reflective practice, their understanding of the wider world and their own aspirations for the future.

We see Spiritual, Moral, Social and Cultural (SMSC) development as important for individual students and for society as a whole. We believe it is at the heart of what education is all about – helping students to grow and develop.

Spiritual examples:

- Tutorials
- Time to reflect on learning throughout lessons
- Creativity within Art, Music, Drama, Arts Award
- Celebrations highlighted in the Inclusion Calendar
- Use of texts from different cultures and backgrounds
- Different genres of music represented in lessons
- Charity and fundraising events

Moral examples:

- PSHE planning
- Student voice
- Promoting a healthy and active lifestyle
- Debates on a variety of topics during lessons
- Links with local Police Community Support Officer
- Eco-Council

- Celebrations highlighted in the Inclusion Calendar
- Student Mentors

Social examples:

- The opportunity to take on leadership roles to support the development of their communication and leadership skills
- Lunchtime social activities
- Arts organisations and artist visits
- Music concerts in school and external venues
- Work experience
- Breakfast and snacks available
- Trips to local venues

Cultural examples:

- Use of different texts in English lessons
- Art and Music lessons and projects
- Celebrations highlighted in the Inclusion Calendar
- Music lessons in genres from around the world
- Range of books from different cultures in our library
- Visits to and meetings with places and people of different faiths
- Gallery visits and involvement in Arts projects
- Visits to local museums
- Music concerts in school and external venues
- Music, Drama, Art and Photography lessons

PSHE

Personal, Social, Health and Economic (PSHE) development is at the heart of everything we do throughout our whole curriculum. The overarching term 'personal development', which includes PSHE, also includes Relationships and Sex Education (RSE) and SMSC – which includes British Values and Prevent and Careers.

There are lots of useful phone numbers and websites listed on pages 6 & 7, and school staff are always there to offer support and signpost students to other organisations and services.

DESTINATIONS

As part of the ongoing transition plans for students, In Toto Ed staff work with students and Further Education providers to broaden students' understanding of the facilities on offer outside of In Toto Ed. There are a selection of qualifications within FE provisions including Apprenticeships, A-levels, BTECs, Functional Skills and Supported Internships.

We have a holistic approach when it comes to giving our young people the Information, Advice and Guidance regarding their next steps. Our Job Coach works with each student to discuss the options available to them.

In Toto Ed work with students from many local authorities. We know that one solution may not fit all, so we look for the best outcome for each young person and continue to offer our bespoke pathway service for all students even after they have left. We work closely with parents, carers, families, social workers and the local authority to ensure students are well-equipped for their next steps.

If you would like to make an appointment with your school Job Coach, you can contact Charlie Blackman-Doyle:
charlie.blackman-doyle@in-toto-ed.com

SCHOOL DAY

Each student has their own individual timetable, which is available to view through Firefly. If a student is unwell or unable to attend, school staff must be notified as soon as possible.

During break, lunch, and free periods, our Student Common Rooms are available to all students and are supervised by a member of staff.

| | |
|-------------------|-------|
| 8:45 - 9:45am | P1 |
| 9:45 - 10:45am | P2 |
| 10:45 - 11:00am | Break |
| 11:00am - 12:00pm | P3 |
| 12:00 - 13:00pm | P4 |
| 13:00 - 13:30pm | Lunch |
| 13:30 - 14:30pm | P5 |
| 14:30 - 15:30pm | P6 |

SCHOOL CLOSURE

If the school is subject to closure due to adverse weather conditions a message will be sent out to all parents, carers and staff by 7:00am on the morning of the closure. Online work will be available on Firefly for students. The school will update parents and carers with more precise ongoing details for any closure longer than one day.

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totally, entirely, completely

info@in-toto-ed.com
www.in-toto-ed.com