

PETERBOROUGH



# 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.



A handwritten signature in blue ink, appearing to read 'Simon Gunton'.

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](mailto:info@in-toto-ed.com)  
[www.in-toto-ed.com](http://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](http://www.anti-bullyingalliance.org.uk)

## Anxiety UK

Anxiety helpline  
08444 775 774

[www.anxietyuk.org](http://www.anxietyuk.org)

## Beat Youth Line

Eating disorder helpline  
0808 801 0711

[www.b-eat.co.uk](http://www.b-eat.co.uk)

## CALM

Helpline for boys aged 15+  
0800 58 58 58

[www.thecalmzone.net](http://www.thecalmzone.net)

## Childline

24-hour helpline for under 18s  
0800 11 11

[www.childline.org.uk](http://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](http://www.citizensadvice.org.uk)

## Crimestoppers

Crime prevention  
0800 555 111

[www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

## Crime Victims

Victim support  
0845 303 0900

[www.victimsupport.org.uk](http://www.victimsupport.org.uk)

## Health Magazine

Fitness and nutrition information  
[www.health.com](http://www.health.com)

## Kidscape

Keeping safe, bullying & how to cope  
020 7730 3300

[www.kidscape.org.uk](http://www.kidscape.org.uk)

## Kooth

Online support for young people  
[www.kooth.com](http://www.kooth.com)

## Mental Health Foundation

Mental health issues helpline  
020 7803 1100

[www.mentalhealth.org](http://www.mentalhealth.org)

## MIND

Mental health issues helpline  
0300 123 3393

[www.mind.org.uk](http://www.mind.org.uk)

## No Panic

Help with anxiety disorders  
0844 967 4848

[www.nopanic.org.uk](http://www.nopanic.org.uk)

## NSPCC

24-hour child protection helpline  
0800 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

## OCD UK

Obsessive compulsive disorder help  
0845 120 3778

[www.ocduk.org](http://www.ocduk.org)

## Papyrus

Young suicide prevention  
0800 088 4141

[www.papyrus-uk.org](http://www.papyrus-uk.org)

## The Proud Trust

LGBT and youth support  
0161 660 3347

[www.theproudtrust.org](http://www.theproudtrust.org)

## Public Transport -

### Cambridgeshire & Peterborough

A one-stop shop for all your transport needs:

[cambridgeshirepeterborough-ca.gov.uk](http://cambridgeshirepeterborough-ca.gov.uk)

## Safer Internet

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

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

## Samaritans

24-hour suicide prevention line  
08457 90 90 90

[www.samaritans.org.uk](http://www.samaritans.org.uk)

## Young Minds

Emotional help  
0800 802 5544

[www.youngminds.org.uk](http://www.youngminds.org.uk)

## Youth Access

Discuss problems confidentially  
020 8772 9900

[www.youthaccess.org.uk](http://www.youthaccess.org.uk)





# TERM DATES

School term and holiday dates for 2023/2024

Students do not attend on INSET days

## Autumn Term dates

Friday 8 September - Friday 20 October 2023

Monday 20 October - Tuesday 19 December 2023

Half Term: 23-27 October 2023

INSET DATES: 4, 5, 6 & 7 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

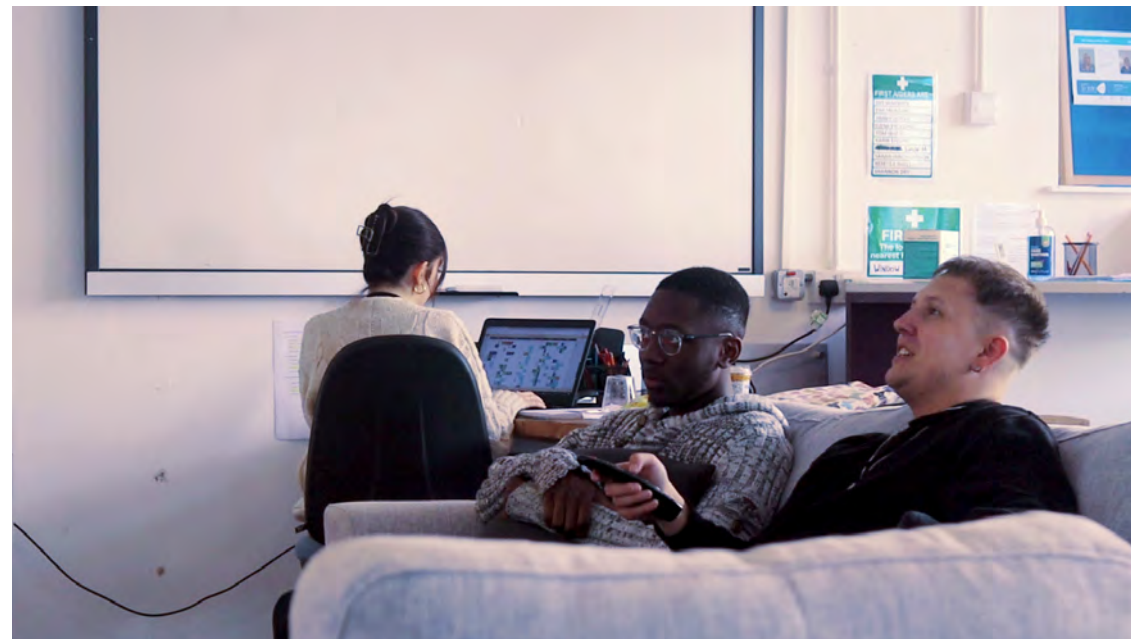


# DRESS CODE

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 10 and 11 (E1-L2)

### **GCSE:**

English Language, English Literature, Maths, Science, Computer Science, Music

### **Arts Award:**

Bronze, Silver and Gold

### **Vocational Qualifications:**

Creative Media, Art and Design, Music, Music Technology, Cookery, Photography, Welding, Construction, Employability

### **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:**

Creative Media, Art and Design, Music, Music Technology, Cookery, Photography, Welding, Construction, Employability

# STAY SAFE ONLINE

Here are some things to remember when you are online:



Essential resources to stay safe online:

**Childline:** [www.childline.org.uk](http://www.childline.org.uk)

**Twitter Help Centre:** [help.twitter.com/en/safety-and-security](https://help.twitter.com/en/safety-and-security)

**UK Safer Internet Centre:** [www.safeinternet.org.uk](http://www.safeinternet.org.uk)

**Snapchat Safety Centre:** [www.snapchat.com/safety](http://www.snapchat.com/safety)

**Get Connected helpline:** [www.getconnected.org.uk](http://www.getconnected.org.uk)

**Professionals' online safety:** [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

**Revenge Porn Helpline:** [help@revengepornhelpline.org.uk](mailto:help@revengepornhelpline.org.uk)

**Report abuse and grooming:** [www.ceop.police.uk/Safety-Centre](http://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?

Peterborough: 01733 963980



STACEY GREEN

**Interim Head of School, Director of HR,  
Compliance & Safeguarding, and DSL  
Peterborough**  
[stacey.green@in-toto-ed.com](mailto:stacey.green@in-toto-ed.com)



MARK VENTERS

**Head of Quality & Outreach and DDSL,  
Peterborough**  
[mark.venters@in-toto-ed.com](mailto:mark.venters@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.



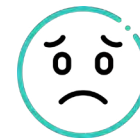
### Read the Fire and Evacuation Procedures

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:

**Peterborough:** 01733 963980



## 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](http://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](http://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](mailto: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](http://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 Nicole Farnham:  
[nicole.farnham@in-toto-ed.com](mailto:nicole.farnham@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.

8:50 - 9:00am	Registration
9:00 - 9:45am	P1
9:45 - 10:30am	P2
10:30 - 10:45am	Break
10:45 - 11:30am	P3
11:30am - 12:15pm	P4
12:15 - 1:00pm	P5
1:00 - 1:30pm	Lunch
1:30 - 2:15pm	P6
2:15 - 3:00pm	P7
3:00 - 3:45pm	P8
3:45 - 4:30pm	P9

## 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](mailto:info@in-toto-ed.com)  
[www.in-toto-ed.com](http://www.in-toto-ed.com)