



Parent / Carer 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

TERM DATES

Term dates vary for each school. Find your term dates on our website: www.in-toto-ed.com/term-dates

SCHOOL DAY

All students are on their own bespoke pathway and have an individual timetable. Each school is staffed from 8.30am-4.30pm and students will be timetabled within these times. The Head of School will discuss the timetable with parents / carers in advance to make sure they suit the needs of the student.

Timetables are published through the [parent portal](#).

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.

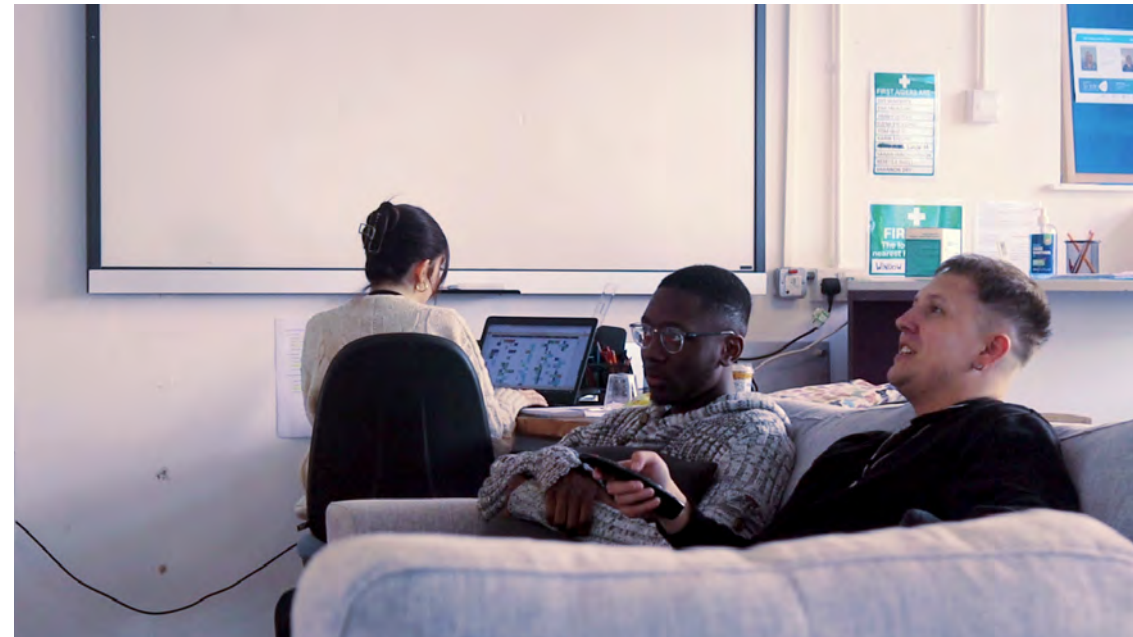


DRESS CODE

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, Science, Computing, PE, Music, Art and Design, Geography, LAMDA

Years 10 and 11 (E1-L2)

GCSE:

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

Arts Award:

Bronze, Silver and Gold

Vocational Qualifications:

Beauty, Creative Media, Art and Design, Music, Music Technology, Cookery, Sport, 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:

Beauty, Creative Media, Art and Design, Music, Music Technology, Cookery, Sport, Welding, Construction, Employability, IT

Please note that not all qualifications are available in each school.

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:

London: 020 3691 4053

Cambridge: 01223 344355

Peterborough: 01733 963980



WHO SHOULD I SPEAK TO ABOUT A CONCERN?

London: 020 3691 4053



EMILY GUNTON

**Head of School (London)
and DDSL**
emily.gunton@in-toto-ed.com



NICOLA DARCY

Lead Student Support and DDSL
nicola.darcy@in-toto-ed.com

Cambridge: 01223 343946



CHARLIE BLACKMAN-DOYLE

**Head of School (Cambridge)
and DSL**
charlie.blackman-doyle@in-toto-ed.com



DEE WARWICK

**Lead Student Support
and DDSL**
dee.warwick@in-toto-ed.com

Peterborough: 01733 963980



STACEY GREEN

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



MARK VENTERS

**Head of Quality & Outreach
and DDSL**
mark.venters@in-toto-ed.com

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](https://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

iSAMS PARENT PORTAL

All parents and carers have an [iSams Parent Portal](#) account. This secure portal is a space for our Heads of School to communicate up-to-date information directly to parents and carers. This includes private details related to your student, such as timetables, report cards and contact details.

You will receive an email with details on how to access the account. Create your secure login for easy access to the Parent Portal.

TRACKING PROGRESS

Student progress is tracked by the individual subject teacher and the Head of School. Subject reports are written twice a year and parents are invited into school each term to meet with staff and discuss progress and attainment. We offer an open-door policy and are always happy for parents and carers to discuss progress throughout the year.

QUALIFICATIONS & EXAM ENTRIES

We offer a wide range of qualifications, from GCSEs and A-levels, to a suite of vocational qualifications. Each student has their own bespoke pathway which allows them to work towards achievable qualifications. Registrations for vocational qualifications are made in October; GCSE and A-level entries are made in February. Student progress is tracked throughout the year and many of the vocational qualifications can be rolled over to the following academic year. The final decision on entries is made by the Head of School and the Director of Learning and Development. Each school has a dedicated SENCO and access arrangements are put in place for all students with a learning need.

NEWSLETTER

We send out a half-termly newsletter which includes information on staffing, updates from each school, and highlights from across the organisation. You will be automatically added to our mailing list. Please email info@in-toto-ed.com if you wish have not received the newsletter, or if you would like to opt out.

SOCIAL MEDIA

We have a lively social media presence on Twitter, Instagram, Facebook, and LinkedIn. We encourage all parents and carers to follow us on social media and keep up to date with the amazing work that is happening in each of the schools on a day-to-day basis.

Follow us:

Instagram: [@intotoed](https://www.instagram.com/intotoed)

Facebook: [In Toto Ed](https://www.facebook.com/InTotoEd)

LinkedIn: [In Toto Ed](https://www.linkedin.com/company/in-toto-ed)

X (formerly Twitter): [@InTotoEd](https://twitter.com/InTotoEd)

EMAIL

All students are given a Microsoft 365 login. This allows them access to Microsoft tools like Word, Excel, PowerPoint, One Drive, Outlook, and Teams. Students can login to this account remotely using their In Toto Ed email address, which is given to them at the point of enrolment.

POLICIES

Our key policies are available for download on our website: www.in-toto-ed.com/policy

If you would like to enquire about any additional policies, or require them in hard copy, please email hr@in-toto-ed.com

NATIONAL COLLEGE

In Toto Ed are a member the National College, a multi-award-winning online training provider. We use it to support staff with further training and CPD.

As part of our membership, The National College provides dedicated training and resources for parents and carers – particularly around online safety and keeping young people safe online.

As an organisation, we will continue to teach our students about the risks online. But with the internet so readily accessible, the most effective approach to online safety needs everyone involved, including parents and carers.

The National College is available to all parents and carers and as a member of the In Toto Ed community, you have access to hundreds of courses, explainer videos and online safety guides to support your awareness of the online world. Topics range from understanding apps like TikTok and Instagram to recognising the signs of online harm and what you can do to help.

To access the content, you will need to sign up through The National College. Go to: www.nationalcollege.com/enrol/in-toto-ed and complete your details. Once you're set up, you'll be able to choose 'Parent/Carer' as your user type and get instant access to all training and resources.

Another fantastic benefit of The National College is its National Online Safety app, which you can download for free. It gives you access to all their parent and carer resources on the go, whenever you want. You can download the National Online Safety app using these links: [App store](#) | [Google Play](#)

The National College has a brilliant support team if you have any questions. Their [help centre](#) provides a comprehensive bank of answers to most FAQs, but if you still can't find the answer you're looking for, you can always [get in contact with them](#).

In toto 

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