



Cornwall
Education
Learning Trust



PENRICE ACADEMY ARB 'PENTHYLLER' PARENT/CARER HANDBOOK

Enabling 100% Exceptional Education Experience



Welcome to Penthyller our ARB at Penrice Academy



It is our pleasure to welcome you and your family to our Additional Resource Base (ARB), 'Penthyller' at Penrice Academy.

Choosing the right educational provision for your child is one of the most important decisions you will make, and we recognise the trust you are placing in us. We are committed to ensuring that every child who joins us feels safe, valued, understood and able to flourish.

Penthyller is an integral part of our school community. It has been carefully designed to provide specialist teaching, personalised support and nurturing relationships, while ensuring that every child has opportunities to learn, develop friendships and participate in the wider life of the school in ways that are meaningful and appropriate for them.

We believe that every child has strengths, interests and talents that deserve to be recognised and celebrated. Our role is to understand each learner as an individual, remove barriers to learning and provide the support they need to become confident, successful and independent young people. We hold high aspirations for every learner and work closely with families to help children achieve their full potential.

Partnership with parents and carers is at the heart of everything we do. You know your child better than anyone, and we value your knowledge, experiences and aspirations. By working together, maintaining open communication and sharing successes and challenges, we can provide the very best outcomes for your child.

This handbook has been developed to answer many of the questions you may have about our ARB. Starting a new provision can feel both exciting and uncertain. Please know that our team is here to support you every step of the way. We look forward to getting to know your family, celebrating your child's achievements and working together to create an exceptional educational experience.

Thank you for choosing our school. We are delighted to welcome you to our community.

With best wishes,

Richard Baker Head Teacher
Deputy Trust Lead

Kirsty Taylor Assistant Headteacher - ARB lead





Meet the Staff



Mrs Foster - Year 7 Teacher



Hi everyone! My name is Mrs Foster. I have been a teacher for 19 years. I started my teaching journey as a primary school teacher, before moving to secondary school two years ago when I joined the team here at Penrice.

I was born in Yorkshire, but I moved to Cornwall in 2008. I absolutely love living here and feel very lucky to now call Cornwall my home; it is such a wonderful and special place. I enjoy spending time at the beach, exploring new places, and going on walks with my little boy and our dog, Blue.

I have always loved animals, and turtles are my absolute favourite! I think they are beautiful creatures and it is fascinating to learn about them.

When I'm not at school, you'll usually find me spending time with my family, enjoying the outdoors, having adventures in new places, or in a cafe eating cake!

I'm really excited to meet you all, get to know you, and share lots of fun learning experiences together next year!

Mr Deadman - Year 8 Teacher



Hi everyone! My name is Mr D. I have worked as a teacher for 15 years before joining the team here at Penrice. I've always loved sport and played football for most of my life, but these days you'll usually find me on a golf course, which has become a real passion of mine.

I have four children, so life is always busy and full of fun. I also love cooking and enjoy making meals for family and friends whenever I get the chance.

Music is another big part of my life. I listen to all sorts of music, and I love how it can completely change my mood, help me relax, or give me energy for the day ahead.

I'm looking forward to getting to know you all and sharing lots of new experiences together!

Mrs Davey - Assistant SENDCo



Miss Harding - Farm Manager





What is an ARB?



An Additional Resource Base (ARB) is a specialist provision located within a mainstream school. It is designed for learners whose needs cannot be fully met through ordinarily available provision alone, but who benefit from being part of a mainstream school community.

An ARB combines specialist teaching, tailored support and therapeutic approaches with opportunities for pupils to learn, socialise and participate alongside their mainstream peers wherever appropriate. Each learner has an individual programme based on their strengths, needs and aspirations, enabling them to access learning in a way that is right for them.

The aim of an ARB is to provide the best of both worlds: the expertise and personalised support of a specialist setting, alongside the opportunities, relationships and experiences that come from being part of a mainstream school.

Every ARB is different and is designed to meet the needs of a specific group of learners. At our school, the provision focuses on supporting learners with speech, language and communication needs and/or autism.

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Our ARB provides:

- Specialist teachers and highly trained support staff.
- Individualised learning programmes based on each child's Education, Health and Care Plan (EHCP) outcomes.
- Access to therapeutic approaches and specialist professionals where appropriate.
- Small-group and individual teaching alongside opportunities for inclusion in mainstream lessons and school life.
- A nurturing environment that promotes communication, independence, wellbeing and confidence.
- Close partnership working with families and external professionals to achieve the very best outcomes.

Our ambition is for every learner to feel that they belong, develop meaningful relationships, achieve academically and personally, and gain the knowledge, skills and confidence they need for adulthood. Through high expectations, specialist support and inclusive practice, we enable every pupil to thrive as a valued member of our school community.



School Day

The school day starts at 8:30 am.
Students should be in their tutor rooms at 8:25am.
Please see below timings of the school day.



Breakfast Club

Students can arrive at Breakfast club from 8am in the
Year 7 Base



Timing	Activity
8:00am - 8:30am	Arrivals
8:30am - 9:00am	Registration and Assembly
9:00am - 10:15am	Lesson 1
10:15am - 10:45am	Break 1
10:45am - 12:00pm	Lesson 2
12:00pm - 1:15pm	Lesson 3
1:15pm - 1:45pm	Break 2
1:45pm - 3:00pm	Lesson 4*
3:00pm - 4:00pm	Twilight Sessions, Penrice Plus, Revision
<i>*End of compulsory school day at 3:00pm.</i>	



Endless Opportunities

Pupils at Penrice benefit from endless opportunities with an extra-curricular life like no other. From Coding to Crochet, Drama to Duke of Edinburgh, and Sports to Street Art, Penrice pupils can immerse themselves in all that school life has to offer, finding new interests and forging new friendships along the way.

We also have an on-site farm with around 20 animals ranging from pigs, rabbits, a miniature Shetland Pony and even a Bearded Dragon!

All of these extra-curricular opportunities come under the name of Penrice Plus, with a new list of activities made available at the start of each term.



A timetable for all Penrice Enrichment activities is shared termly with students



Uniform

At our ARB we follow the same uniform policy as the wider school. This is to ensure everyone looks smart and feels part of the school community. We believe that wearing the uniform with pride helps create a positive and respectful learning environment.

We understand that there may be individual circumstances where reasonable adjustments to the uniform are needed. If this applies to your child, please feel free to get in touch with us to discuss any necessary accommodations.

Email: ktaylor@penrice.celtrust.org

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Uniform - We take pride in our appearance

Jewellery
One watch can be worn, but nothing else on the wrist. No rings or bracelets. No necklaces. No charity bands unless agreed by the school. *Smart watches are not permitted.
One pair of small and discreet, plain ear studs are permitted. They can be placed anywhere in the ear. The Academy does not allow any facial or tongue piercings including plastic retainers.

Make-up
Discreet make-up is permitted in the Academy and discretion is left with the Tutor, Head of Year and Leadership Team.
False eyelashes are not permitted. No coloured nail varnish allowed, nor are false or acrylic nails.

Additional Support
We do have allocated funding available to support families in hardship to purchase new uniform items. Please get in contact with Mrs Kirstin Hooper for further assistance: khooper@penrice.celtrust.org

Please Read the Full Uniform Policy on our Website



Uniform



EASY ON EASY WEAR

Designed with comfort in mind, with features to make getting ready easier and reduce sensory discomfort.



Easy fastenings



Pull-on styles where possible



Printed care instructions (all labels removed)



Soft threads



Non-bulky seams



Sensory kind for extra comfort



Suggested retailers:

Asda • Marks & Spencer • Adaptive Clothing UK

These retailers offer a range of options to support independent dressing.



ASDA Easy On Easy Wear collection: <https://direct.asda.com/george/collections/easy-on-easy-wear-school/D28M110G1C3,default,sc.html>



INDEPENDENT OPTIONS

Adaptive clothing can support sensory needs and help with independent dressing.



Marks & Spencer

Velcro fastening iron-on shirts (3 pack):

<https://www.marksandspencer.com/3-pack-boys-adaptive-easy-to-iron-shirts/p/clp60449009>



Adaptive Clothing UK

Adaptive clothing in the UK including sensory shirts and trousers:

<https://adaptiveclothing.uk/collections/school-uniform>



SUPPORTING EVERY STUDENT

Comfortable uniform can make a big difference to how students feel and focus every day.



Where to Buy?

Accredited Uniform Suppliers

Penrice Academy has two official uniform suppliers who are Cornwall Screenprint and KeyWear.



Additional Support

We do have allocated funding available to support families in hardship to purchase new uniform items.

Please get in contact with Mrs Kirstin Hooper for further assistance: khooper@penrice.org.uk

Penrice Pre-Loved

Parents/carers can also buy pre-owned uniform via Penrice Pre-Loved. Penrice Pre-Loved is all about giving old uniform and school equipment a new home, re-using perfectly good items and reducing carbon footprint together.

Penrice Pre-Loved is available in the following locations:
– Our in-school Uniform Store (in the Medical Room).
– Online, via a Facebook Marketplace page.

The key difference between the Pre-Loved Uniform Store and the Facebook Marketplace page is that there will be no financial transactions in the Uniform Store.

The Uniform Store will only accept swapping items and donations/drop-offs*, whilst also providing free uniform support to those who need it.

*The Pre-Loved Uniform Store undoubtedly relies on the continued generosity of the Penrice community. Any donations will be gratefully accepted. Please ensure that uniform donations are cleaned and dry before drop off at the school gates.



Pre-Loved

Sell • Swap • Save the Planet



Equipment

Equipment - We come fully prepared to learn



School Bag - All students must bring a school bag. There are no restrictions on colour or branding. (Compulsory Item)

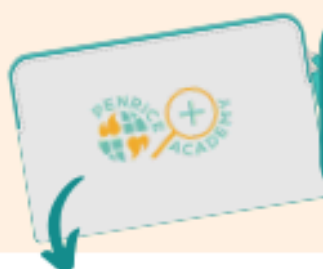


Pencil Case - Containing Black Pens, Pencils, Ruler, Rubber, Pencil Sharpener and Highlighter(s) (Compulsory Items)

A reading book (you will be able to borrow this from the school library) (Compulsory Item)



A refillable water bottle to use through the day (there are water fountains around school to re-fill bottles) (Compulsory Item)



Equipment Pack
All students will receive an equipment pack containing a whiteboard and pen on their first day. (Compulsory Item)

Scientific Calculator
All students require a calculator, they can be purchased from the Penrice Shop (Compulsory Item)



Recommended Model: Casio fx-83GTX

Penrice Equipment Packs

Every student is **provided with a free pack** of some extra equipment to support their learning at Penrice, in addition to what they are expected to bring themselves. They are expected to bring this pack to school everyday and look after it for the year. If it is damaged, graffitied or lost, a replacement will need to be purchased from our school shop.



A zip-wallet to keep all their equipment together.



A mini-whiteboard and pen which will be used in most lessons to check students' understanding of learning. Replacement pens will be provided if they run out.



Penrice Shop - Purchase equipment and revision guides directly at cost price from the school





TRANSITION



Initial Contact

Transition begins with an introductory phone call from Kirsty Taylor, Assistant Headteacher and ARB lead. This provides an opportunity to begin discussing your child's transition into the ARB.



Transition Meeting

Following this, a meeting will take place at your child's current school setting with parents/ carers, the SENDCo and the student. This helps us plan for transition.



Understanding Needs and Support

During this process, we will discuss your child's needs and the support that is in place, as well as observe your child learning in their current setting. This enables us to build an accurate picture of how best to support them.



Enhanced Transition in September

In September, students will take part in an enhanced transition process, including visits to the ARB at Penrice Academy and a phased transition into the ARB setting.



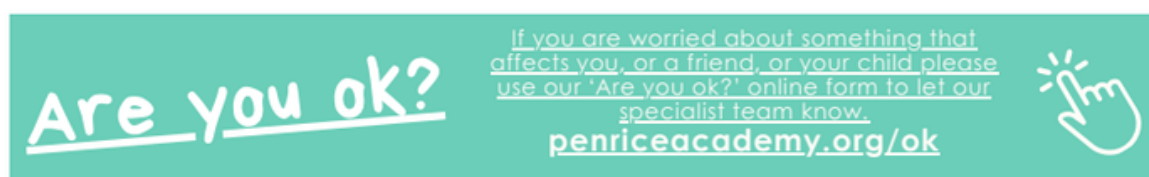
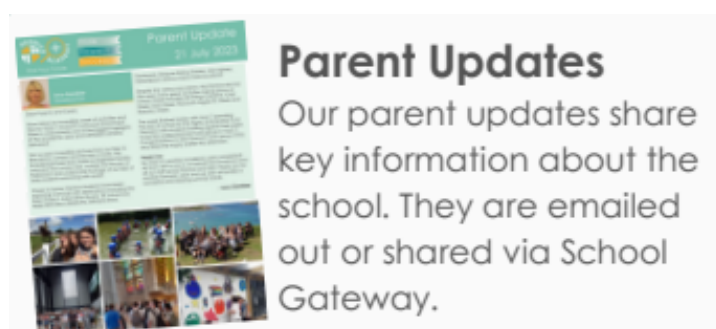
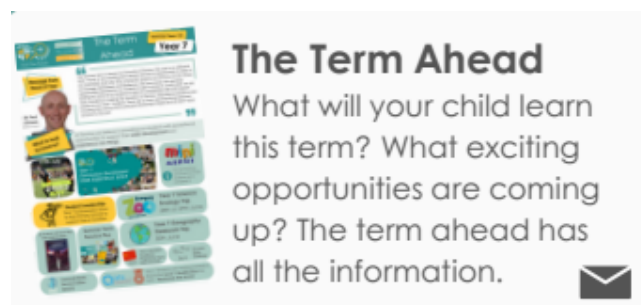
Meeting Staff and Students

At the beginning of term in September, students will also have the opportunity to meet the ARB staff and other students, helping them to become familiar with the setting and feel confident as they begin their learning journey.



Parental Communication

We have a number of mechanisms to communicate with parents and carers.



Follow us on
Social Media





Contact Information



School office 01726 72163

Absence

If your child is going to be off school due to illness, please let us know as early as you can, ideally before 8:30am on the day they are absent. Be sure to tell us the specific reason so we can keep our records up to date.

If your child is off for more than one day, we ask that you check in with us each morning with an update - unless we have agreed something different with you.

Safeguarding

We are fully committed to ensuring that consistent, effective safeguarding procedures are in place to support children, families and staff at school.



For all ARB enquiries please contact:
Kirsty Taylor, Assistant Headteacher
and ARB Lead

ktaylor@penrice.celtrust.org



USEFUL CONTACTS

Mr J Doherty
Designated Safeguarding Lead
Ext. 2924 | jdoherthy@penrice.celtrust.org
Mrs K Slipper - Operational DSL
Ext. 2938
Ms H Gill - Deputy DSL
Ext. 2948

AGENCIES

Emergency Services: 999
Devon and Cornwall Police: 101
Cornwall Children's Social Care
Multi-Agency Referral Unit (MARU):
0300 1231 116
Childline: 0800 1111



Pride
Respect
Success