

Adolescent Unit School Parent Handbook

The information in this handbook is designed to explain what educational provision you can expect whilst your child is at Marlborough House, and ensure that we can work together to get the best outcomes for your child.



Welcome to the Adolescent Unit School at Marlborough House



If you are viewing this page you are either:

- a parent whose child who has been admitted to Marlborough House, or
- A parent whose child has a possible planned admission in the near future.

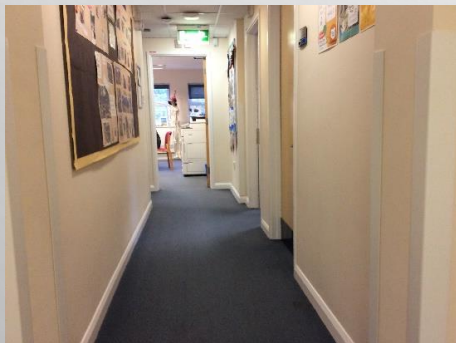
Whatever your situation there is no doubt that you will have worries and concerns about your child's next few weeks and what this will entail.

Your priority, and ours, is for your child to recover their health whilst at Marlborough House. However, falling behind in their education whilst working on their recovery can be detrimental to your child's peace of mind and their reintegration into home/school life.

At the Adolescent Unit School we understand the challenges that your child is facing and we will work alongside you and the medical team to do all that we can to support them in continuing their education throughout their admission.

The School

- The Adolescent Unit School is adjacent to the Marlborough House Inpatient Unit, and occupies part of the ground floor of the Swindon Child and Adolescent Mental Health Services (CAMHS) Outpatient Service building.
- We have two main classrooms where most subjects are taught. One other classroom is equipped to teach food related studies, and also functions as a break room. A further room and a quiet area can be used by both staff and young people for quiet study, tutorials, etc.



- Our classrooms are well stocked with textbooks, revision guides, laptops and PC's.
- Other resources include; art supplies, science practical equipment and food technology facilities.

The School Day



- Lessons take place from Monday to Friday between 9:15 and 12:45, (12:00 on Fridays). Each lesson is 45 minutes long with a break between 10:45 and 11:15.
- Your child will be offered a personalised curriculum, designed to meet their unique circumstances. Their timetable will be dependant on the impact of the medical/mental health difficulty, advice from the medical team, demands of external qualifications and their interests. Part-time timetables can be appropriate for some children initially.
- KS3 and KS4 timetables will include the 'core' subjects of Maths, English and Science, in addition to as many of the foundation subjects as is possible to manage within the week.
- KS5 timetables will be bespoke, taking into account the wide range of courses and subjects on offer at this level.
- During the afternoons, time is spent in therapeutic groups, some of which are run by the school team.
- At least once a fortnight your child will have a 1-to-1 session with their tutor during the school day, where they can discuss any school related issues they have had in the past or are experiencing.

Liaison with Parents

We liaise with parents to keep you informed of your child's progress in school.

- Following admission we will liaise with you to introduce ourselves and note any concerns you or your child may have.
- Your child will be allocated a tutor who will be your first point of call should you wish to contact the school regarding any matters to do with education or your child's progress in school.
- The tutor will keep a close eye on your child's progress within each subject, and will have a fortnightly tutorial to explore any school related issues they have had or are experiencing.
- Your child's tutor will call or email you regularly to update you with your child's motivation, concentration, interaction, attitude and resilience in school.
- A report on your child's progress in each of their subject areas will be shared with you at the end of each full term at the Adolescent Unit School.
- We will be involving you and your child in all the decisions we make concerning your child's education.



Liaison with the Medical Team

We liaise with the medical team to plan your child's education according to their medical needs.



- Following admission we will liaise with the medical team to find out a little about your child's medical history and any pertinent background information.
- Every morning all of The Adolescent Unit School team will attend a handover meeting, where your child's previous 24 hours are discussed, and the school day is planned accordingly.
- After school each day your child's teachers complete a short report which is handed over to the medical team.
- On a Monday or Tuesday a member of the Adolescent Unit School team will attend Ward Round, where your child's general progress at Marlborough House is discussed and a plan made for the following week. Your child's tutor will provide a report for Ward Round, and will receive a summary of any matters which need to be addressed by the Adolescent Unit School team.
- Your child's tutor will attend all Care Plan Agreement meetings for which a school report will be prepared.

Liaison with the 'Home School'

We liaise with your child's school to ensure continuity of education and a connection with their peers.



- Following admission we will liaise with the pastoral team at your child's school, with whom they are dual registered, to gain an understanding of your child's educational history.
- Our subject specialist staff will initiate and maintain regular contact with your child's corresponding subject teacher to find out what work they should be doing. It is our aim to maintain their Adolescent Unit School work in line with 'home school' wherever possible.
- Research shows that children like to remain connected to their peers and their school and that belonging to a community is an important part of their recovery process. We will invite key staff from your child's school to keep in touch and visit them at the Adolescent Unit School.
- A report on your child's progress in each of their subject areas will be shared with their school at the end of each full term at the Adolescent Unit School.
- When your child is well enough, their tutor will work with your child to ease their transition back to school. A meeting will be organised, usually at their school, between you, your child, the tutor, and the 'home school' pastoral contact, where a reintegration plan will be discussed and agreed.

Positive Behaviour for Learning

The Adolescent Unit School is a calm and relaxed environment. We expect students to engage in their lessons whilst being mindful of the other students in school.

Your child will be encouraged by all staff to participate fully in their education whilst at the Adolescent Unit School.

Targets to improve their performance will be negotiated between your child, their tutor and their teachers.

These targets will focus upon:

- Motivation & Willingness to Learn
- Concentration
- Interaction & Relationships in School
- Attitude Towards Education
- Resilience



A positive attitude and perseverance are commended and rewarded.

Privacy Notice

Data Protection Act and General Data Protection Information

Your child's information that we collect, hold and share includes:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- special educational needs and disability information
- relevant medical information
- home school details and information about previous educational attainment

Why we collect and use this information:

- to support your child's learning
- to plan personalised learning programmes
- to monitor and report on pupil progress
- to provide reports to home school
- to provide information for Education Health and Care Plan Assessments
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

We hold your child's data up to the end of the academic year in which your child has been dual registered with the AUS, after which time it will either be returned to their home school or permanently deleted.

Contact Us

Please feel free to contact us at any time with any concerns you may have about your child's education whilst they are at Marlborough House. Visits are encouraged, although these are by appointment only so as not to disrupt the school day.



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