

Student Welcome Handbook

2025/2026

Contents

Introduction and Welcome ................................................................. 3

Aims ................................................................................................... 3

Values: ……………………... ...................................................................... 3

Who’s who? ....................................................................................... 3

Induction Process .............................................................................. 3

Term Dates ........................................................................................ 4

Timetable ........................................................................................... 4

Attendance and Lateness .................................................................. 5

Illness ................................................................................................. 5

Break and Lunch Times ..................................................................... 5

Behaviour .......................................................................................... 5

Uniform and Resources ..................................................................... 5

Qualifications ..................................................................................... 6

Assessments ...................................................................................... 6

Special Educational Needs ................................................................ 6

Safeguarding and Child Protection .................................................... 6/7

Health and Safety .............................................................................. 7

Bullying .............................................................................................. 7

eSafety ............................................................................................... 7

Drugs and Alcohol .............................................................................. 7

 Mobile Phones ……………………... ......................................................... 7

Complaints ......................................................................................... 8

Equal Opportunities .............................................................................8

Parental Support ................................................................................ 8

Contact Us ......................................................................................... 8

 

**Introduction and Welcome**

Welcome to Uneek Learning at what we hope is the start to a positive partnership between us, you and your child. We work with Warwickshire/Leicestershire County Council and local schools as one of the Alternative Provision Centres. We have prepared this Induction Pack to provide advice and guidance to you as new students and parents/carers, explaining the common procedures and hopefully answering any questions you may have.

**Aims**

At Uneek Learning we believe in transforming lives and achieving success. We are committed to making a difference to every young person that attends. We firmly believe that every child we work with is able to achieve and succeed and gain strong academic achievements.

At UL we provide bespoke specialist support for all of our students within a safe and secure environment. We are a caring and supportive school which has a clear sense of purpose to develop the students’ academic potential and increase respect, discipline and confidence so that all are able to be successful at their next stage.

We offer a wide variety of vocational courses to create an engaging and personalised learning experience for all students.

**Values**

All young people are welcomed, valued and treated with respect.

**Who’s who?**

Jay Treacy Education Director/ Designated Safeguarding Lead/ Health & Safety Officer

Emily Wittering Business Manager/ Deputy Safeguarding Lead

Paul Skyers - Functional Skills Tutor/ Deputy Safeguarding Lead

Ty Marriot – Functional Skills Tutor

Sonya Raybould- Functional Skills Teacher/Deputy Safeguarding Lead

Jeni Clarke – Vocational Skills Coordinator/ Pastoral Mentor

Tom Crawley- Functional Skills Support Mentor / IT Coordinator

Carl Parsons- Functional Skills Support Mentor/ Pastoral Mentor

Lisa Edwards – SEN Lead/ Art Tutor/ HLTA

Dean Williams - Product Design Tutor

Nikki Dowling – Hair & Beauty Tutor

Karen Newton - Hair & Beauty Salon Lead

Nicol Thomas - Cook / Education Mentor

Chris Edwards – Premises Officer/ Minibus Driver

 Photos of all staff members are displayed in the entrance to the Learning Centre.

**Induction Process**

We recognise that starting something new can be terrifying for some students, and exciting for others! This is why our induction process creates the opportunity to get to know you, and for you to get to know us.

All students, ideally accompanied by a parent/carer and a member of staff from their school, will take part in a tour of Uneek Learning. This is a chance for us to meet each other and to start to establish a positive working relationship, which will give students the best chance of achieving the success they deserve. Following this, and when we have received fully completed Student Referral Paperwork from your school or the Inclusion Partnership, our induction process will begin.

Recognising that for some students their first day at UNEEK LEARNING may be the first learning they have done for some time. If you have any concerns or questions at any stage of the induction process, please do get in contact with Jay or Emily (01455 234611).

**Term Dates** UNEEK LEARNING follows Leicestershire School Term Dates. We aim to remain open to support Warwickshire students Term Dates also as outlined below.

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**Leicestershire & Warwickshire 2025/2026 Term Dates**

**Please note:** some schools follow a different term-time pattern. Please check with your child’s school website to ensure you have the correct pattern and for information.

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| School Opens **Autumn Term**  | Monday 1st September 2025 |
| Half Term Break | Monday 20th October 2025 to Friday 24th October 2025 |
| School closes | Friday 19th December 2025 |
| School Opens **Spring Term** | Monday 5th January 2026 |
| Half term Break | Monday 16th February 2026 to Friday 20th February 2026 |
| School closes | Friday 27th March 2026 |
| School Opens **Summer Term**  | Monday 13th April 2026 |
| May Day Bank Holiday  | Monday 4th May 2026 |
| Half Term Break | Monday 25th May 2026 to Friday 29th May 2026 |
| School closes |  Tues 7th July 2026 Leicestershire Students ( staff training days 8th/9th) , Friday 17th July 2025 Warwickshire Students |



**Attendance and Lateness**

Attendance and punctuality (being on time!) is very important to ensure that progress is made in learning. We have a legal duty to monitor and report on attendance and absences.

If you are absent or running late, your parents/carers should phone, text or email UNEEK LEARNING by 9:30am on the morning of each day you are absent. It is important that your parents/carers get in touch with us as we cannot accept absence notifications from students themselves.

If you do not arrive at UNEEK LEARNING by 10am, we will get in touch with your parents and school to inform them that you are absent. If you arrive after 10am you will be marked as late.

We cannot authorise any absences from UNEEK LEARNING. The school where you are on roll may authorise absences in certain circumstances. We do understand that sometimes you may have appointments to attend (e.g. medical appointments) and it is important that your parents let us know of this in advance so that we can inform your school.

**Illness** We require the telephone number of a parent/carer in case of an emergency or in case you become ill at UNEEK LEARNING. Please ensure that we are kept up to date if the telephone number changes. We are unable to send you home due to illness without telephoning your parents/carers first. If you require emergency medical treatment and we are unable to contact your parents/ carers, a staff member will accompany you to the hospital.

**Daily Timetable**

9:30-9:50 am Arrival Breakfast from 9:30am – 9.50am

10:00am Session 1

11:00-11:15 am Break Hot/ Cold snacks provided between 11-11.15 am

11:15-12:15 pm Session 2

12:15 – 12:50 pm Lunch Hot/ Cold Lunch options provided at 12:15pm- freshly prepared onsite

12.50- 1.50 pm Session 3

2:00- 2:15 pm Review & Reflection/ Departure

**Behaviour**

Students are expected to respect boundaries and show consideration and concern for others. We aim to encourage positive attitudes, values and behaviours to ensure productive working environments. Our relationships with our students are based on care, courtesy and respect and we endeavour to support students to behave responsibly and thoughtfully.

Staff will not use foul and/or abusive language. We expect students not to either. A full copy of UNEEK LEARNING’s Behaviour Policy is available on our website.

**Uniform and Resources**

Unlike most schools, UNEEK LEARNING does not have a uniform! UNEEK LEARNING does ask both students and staff to dress sensibly and comfortably. UNEEK LEARNING does not take responsibility for any damage to clothing or jewellery, so please do not wear your most precious clothing and/or jewellery.

We will provide students with all the resources that they need, so you don’t need to bring pencil cases with you (unless you want to!)



**Qualifications and Grades**

At UNEEK LEARNING students work towards the achievement of Maths, English and ICT Functional Skills, PSHE and Sport. In addition, we offer a wide range of practical and vocational learning in Animal Care, Product Design, Art, Hair & Beauty, Catering and many more!

**Assessments**

Assessments are a way of helping us to track students' learning, and to identify things that you still need to learn so that we can support you with those areas. We continually monitor, review and evaluate student’s personal and academic progress and liaise with parents and agencies working with students on a regular basis. We regularly conduct assessments to monitor progress and learning. We also make sure that students are prepared for the actual exams they will be sitting and conduct mock exams to assist with this.

**Special Educational Needs & Disabilities** At UNEEK LEARNING we seek to engage students in a personalised learning programme, tailored to their unique needs. Our high staff-student ratios provide a setting where students are accepted and cared for whilst being supported and challenged. We tailor the learning and level of support for each individual, giving all students the best chance of making progress and achieving success. Please see our SEND Policy for further info on our website.

**Safeguarding and Child Protection** 

We are committed and dedicated to the safeguarding and protection of your child. Our Designated Safeguarding Lead is Jay Treacy, supported by Sonya Raybould, Paul Skyers and Emily Wittering . Jay, Sonya, Paul & Emily liaise with many different services and organisations to ensure your child is safe. These include Schools, Health Authorities, Social Services, Multi Agencies and the Police.

All our staff and volunteers are carefully checked before they start work at UNEEK LEARNING, to make sure they are suitable to work with young people.

 If you have any serious concerns about your child or any other child, please do not hesitate to contact Jay or Emily for further advice and guidance. A full version of UNEEK LEARNING’s Safeguarding Policy is available on our website.

**Health and Safety** It is our highest priority to do everything we can to help students feel safe whilst they are a student with us at UNEEK LEARNING. This means we will do what we can to care for them and protect them from harm, provide a safe and healthy environment and act on concerns that you or we may have.

 Our staff are appropriately qualified and receive training in safeguarding, health and safety, first aid, fire safety and classroom behaviour management. This ensures they know how to keep young people safe and deal properly with any concerns that arise. Staff follow clear, set guidelines and procedures for keeping safe while at UNEEK LEARNING.

**Our Health and Safety Policy** is in accordance with the Health and Safety at Work Act 1974. Jay Treacy is our delegated Health and Safety Officer although all staff have a responsibility for Health and Safety. Risk Assessments are completed before any activities are carried out and the needs of your child are paramount. Students' responsibilities towards health and safety, and what to do if they feel unsafe or if there is a fire, will be covered as part of the induction process.

 If you would like to view a full version of UNEEK LEARNING’s Health and Safety Policy, please visit our website – [www.uneeklearning.co.uk](http://www.uneeklearning.co.uk)

 **Bullying** At UNEEK LEARNING we are committed to working together to create an environment where no form of bullying is tolerated. We will encourage and help students to treat each other with respect and kindness, challenge any bullying we see or hear and impose appropriate sanctions for bullying. 

 If you feel you are being bullied, you can speak to a member of staff at any time. If you tell us you are being bullied we will deal with it quickly, sensitively and effectively and help ensure that the bullying does not continue. We will support you while the issue is being dealt with and afterwards.

 **e-Safety**

UNEEK LEARNING promotes the safe and responsible use of technology. Students will use the internet, under supervision, as part of their learning, and may use their own data allowances responsibly.

 When using the internet, either at UNEEK LEARNING or elsewhere, we recommend you follow these simple steps to help protect themselves:

1. Do not post any personal information online including your phone number, address, passwords or your school.

2. SPEAK UP! If you viewed something online that made you anxious, unsafe or uncomfortable, speak to an adult that you trust.

3. If you do not know someone, why are they "your online friend" or "follower"?

4. Privacy settings should always be kept to a maximum. Use the search engines on social networking websites to find out how to do this.

5. Think carefully when "posting" or "sharing" a photo online. Remember, once a photo is posted online, people will be able to share or download the photo.

**Drugs and Alcohol** UNEEK LEARNING aims to help all students be able to take their place safely in a world where a wide range of drugs exist. We recognise that some prescription and medicated drugs have beneficial effects, but also that every drug has the potential to harm.

We have a zero-tolerance approach to the possession of illegal drugs. Students are not allowed to bring alcohol onto UNEEK LEARNING’s premises.

Uneek Learning is a non-smoking site, therefore students are not allowed to smoke/ vape onsite.

UNEEK LEARNING aims to promote a clear understanding of the risks related to drug and alcohol abuse. We recognise that some of our learners may require confidential advice, support and guidance so we work alongside an organisation named COMPASS who provides this.

 **Mobile Phones** If students do bring their mobile phone, it is handed in during lesson times. This is to ensure they are able to focus and achieve their maximum learning potential without distractions.

**Complaints / Compliments**

We welcome the opportunity to talk about concerns you or your parents may have so we can identify areas where we can improve. In the first instance, your concerns should be raised informally with Jay Treacy or Emily Wittering ( Business Manager)

In the vast majority of cases, concerns and complaints can be dealt with informally. However, there are occasions where it is not possible to resolve issues despite best efforts. In these cases, you should set out your concerns and/or complaints in writing using UNEEK LEARNING’s Complaints Form. We will always endeavour to respond to your concerns as soon as possible.

Complaints forms are available on our website.

**Equal Opportunities**

We actively promote equal opportunities and instruct all students on the basis that we do not discriminate, directly or indirectly, anyone on the grounds of colour of skin, race, nationality, beliefs, sexual orientation, gender or disability. We aim to equip our students with a sound awareness of our diverse society and to understand and appreciate the value of difference.

**Parental Support** The partnership between parents and UNEEK LEARNING, and parents and students, can have a huge impact on students’ Learning and engagement. We greatly value parents’ support and welcome any questions or comments. Two-way communication between parents and UNEEK LEARNING is encouraged!

Parents can make a positive contribution to students’ education by:

• Helping you to get out of bed and to UNEEK LEARNING on time each day.

• Find time each day to talk to you about your day and encourage positive attitudes towards it.

• Helping you prioritise and make time for revision, especially as you get closer to your exams.

• Keeping UNEEK LEARNING, and your school/commissioning agency, informed of any factors, which may affect your attitude or engagement whilst at UNEEK LEARNING.

**Contact Us**

Uneek Learning, 11 Wood Street, Hinckley, Leicester, LE10 1JQ

Telephone 01455 234611 info@u-neeklearning.org [www.uneeklearning.co.uk](http://www.uneeklearning.co.uk)