

## General Information about Jus'T'Learn

### Timing of the School Day

#### KS3/KS4 Girls

Monday – Friday 9:40am – 2:30pm

Lunch time: 12:00pm – 12:45pm

Registration: 9:40am – 10.00am

Lesson Timetable Monday - Friday	Starting time	Ending Time
Lesson 1	10:00 am	11:00 am
Lesson 2	11.00 am	12.00 pm
<b>Lunch Break</b>	<b>12.00 pm</b>	<b>12:45 pm</b>
Lesson 3	12.45 pm	1:45 pm
Lesson 4	1:45 pm	2:30 pm

#### KS3

Monday – Friday 9:10am – 2:10pm

Break time: 11:10am – 11:30am

Lunch time: 12:30pm – 1:10pm

Registration: 9:10am – 9:30am

Lesson Timetable Monday - Friday	Starting time	Ending Time
Lesson 1	9:30 am	10:20 am
Lesson 2	10.20 am	11.10 am
<b>Break time</b>	<b>11:10 am</b>	<b>11:30 am</b>
Lesson 3	11:30 pm	12:30 pm
<b>Lunch Break</b>	<b>12:30 pm</b>	<b>1:10 pm</b>
Lesson 4	1:10 pm	2:10 pm

**KS4**

Monday – Friday 9:10am – 3:00pm

Break time: 11:10am – 11:30am

Lunch time: 12:30pm – 1:10pm

Registration: 9:10am – 9.30am

Lesson Timetable Monday - Wednesday	Starting time	Ending Time
Lesson 1	9:30 am	10.20 am
Lesson 2	10.20 am	11.10 am
<b>Break time</b>	<b>11:10am</b>	<b>11:30am</b>
Lesson 3	11.30 am	12.30 pm
<b>Lunch Break</b>	<b>12:30 pm</b>	<b>1:10 pm</b>
Lesson 4	1.10 pm	2.10 pm
Lesson 5	2:10 pm	3:00 pm

**KS4 - EAL**

Monday – Friday 10:20am – 3:00pm

Break time: 11:10am – 11:30am

Lunch time: 12:30pm – 1:10pm

Registration: 9:50am – 10.20am

Lesson Timetable Monday - Wednesday	Starting time	Ending Time
Lesson 1	10:20 am	11:10 am
<b>Break time</b>	<b>11:10am</b>	<b>11:30am</b>
Lesson 2	11.30 am	12.30 pm
<b>Lunch Break</b>	<b>12:30 pm</b>	<b>1:10 pm</b>
Lesson 3	1.10 pm	2.10 pm
Lesson 4	2:10 pm	3:00 pm

If a student chooses not to complete their work, they will be expected to stay behind at either break time; lunch time or after school in order for it to be completed. (Refer to section "Detention").

## The Vision

At Jus'T'Learn we are committed to our central vision; Building the pathway to your future. Improving the performance and learning of our students. This is supported by two fundamental and central criteria upon which we shall seek to be judged:

- We will provide the learning experience that will enhance the progression of our students. This will be achieved by providing the learning experience for all our students that embraces the five areas of Every Child Matters through integrated educational pathways. This includes personalising learning; IMPACT learning; thinking and learning profiles.
- We will successfully move our students onto the next appropriate step regardless of their ability.

There are three fundamental non-negotiable starting points. We believe that all students and staff at Jus'T'Learn should:

- work in a learning environment that is free from harm and discrimination of all kinds
- work in an environment that is safe at all times
- work in an environment where everyone is treated with respect.

## Jus'T'Learn

Welcome to Jus'T'Learn Independent School, where together we want to support and become the recognised Alternative Provision School for all your learner needs. We will work together with our local schools in order to understand and fully support our partners.

As Head of School at Jus'T'Learn, I work with highly motivated and dedicated teachers who tailor their lessons to ensure a productive and enthusiastic experience in education is provided for our learners. All of our teachers are committed to the academic, social, athletic and artistic development of our students.

Jus'T'Learn offers students the opportunity to flourish, grow and learn. You now have the opportunity to appreciate the range of subjects and quality education we offer in our school and the caring commitment of all our faculty members.

Jus'T'Learn is working closely with schools and their Leaders to ensure that we provide the best education to our learners. Our ambition is our vision statement and I am confident that we will exceed this.

## **Board of Trustees Statement**

Just Learn Independent School wishes to ensure that it has a robust governance structure and has instilled a Board of Trustees supported by SLT Members and Independent Personnel to support the running of the school.

### **Chair: Mr Munier Jussab**

#### **Internal Trustees:**

Sandy Waugh (Educational Consultant)  
Shaila Osman (Head of School)  
Zarah Jussab-Gadatara (Finance Director)  
Samantha Mackenzie (DSL)

#### **Independent Trustees:**

Rosemarie Zaubzer  
Andrew Ridge  
Lorraine Raishbrook

## **The Curriculum**

Jus'T'Learn offers a curriculum that is broad and balanced and that reflects the National Curriculum. All students have the opportunity to achieve a GCSE or a Functional Skills qualification. We follow AQA, EDEXCEL, Cambridge and OCR exam boards and we are an accredited exam centre. Students in Year 10 can follow a two year course that leads to a GCSE. Year 11 students have the opportunity of taking GCSE's and/or follow a vocational programme of study.

Students also have the opportunity to access Individual Learning Programmes (ILP) and Personal Development Programmes (PDP), aimed at supporting students through bereavement and loss. Our Personal Contribution Curriculum allows students to become involved in, for example, the Student Council etc. Our students also have the opportunity to work with a Moving Forward in Life Mentor who provides 1-1 support and small group support, tailored to individual needs.

Our EAL students benefit from a differentiated programme which focus on improving their overall knowledge of English and also receive support to access the core subjects and also work towards a GCSE qualification or a Functional Skills qualification. We also have links with The Princes Trust and our EAL learners take part in a programme which enables them to work towards a qualification from the trust preparing them for their working life.

Our KS3 learners work towards an AQA Award on Work and Life Skills which is a programme designed to prepare KS3 learners for their working life by preparing for interviews, creating their CVs, learning how to create a business plan and how to manage their money.

## **Absence from school**

If your child is absent from Jus'T'Learn please contact the school on 020 8648 9662 to inform us of his/her absence. When a student returns to school, they should bring a letter explaining their absence.

### **Doctor, Dentist, Hospital etc.**

Where possible please make sure that appointments are not made during the school day. Students should bring in their appointment card as evidence of the appointment.

### **Lateness**

If a student is late to school either morning or afternoon they will be kept in at the end of the day in order to "catch-up" on the work they missed. He/she should report to the Main Office, sign in and obtain a late slip, which should be taken to the lesson and given to the teacher.

### **Parents/Guardians contacting students during the school day**

Should you have an emergency at home or need to give your child an important message, please contact the Main School Office on the telephone number 020 8648 9662. We ask parents/guardians not to contact their child directly or via text or mobile phone. (Please refer to section regarding Mobile Phones, ipods etc.)

### **Uniforms**

All students who attend Jus'T'Learn are expected to wear the Jus'T'Learn school uniform.

#### **The Jus'T'Learn uniform is as follows:**

- Black jumper with the Jus'T'Learn logo.
- Plain black full length trousers/knee length skirt/plain black jogging bottoms
- A white polo shirt with the Just' Learn logo.
- Black shoes or black trainers
- **During P.E** students are permitted to wear only sportswear (No jeans).

#### **NOT Acceptable:**

- Shorts of any type, shorts worn with tight or leggings, jumpsuits, miniskirts and very low-waist trousers, cut-off jeans and calf length trousers.
- Low cut tops and all types of vest tops.
- Wearing of any non-religious headwear/hats/caps/scarves/hoods in the building.
- Footwear; No sling- backs or flip- flops.
- No type of hooded tops.

Students who do not come to school in their uniform will be sent home and receive an unauthorised absence. Uniforms can be purchased at the school office.

### **Bicycles**

Bicycles are brought onto the site at the risk of the owner. Bicycles should be chained and locked by the student during school time. This is the responsibility of the student.

Bicycles should remain chained for the whole day, unless the student is following an individual time-table. Bicycles that are used during lesson and break times will be confiscated and held on the school premises until a responsible adult is able to collect it.

If a bicycle is damaged or stolen Jus'T'Learn will accept no responsibility.

### Smoking

**The London Borough Merton is a no smoking authority. Students are not allowed to smoke anywhere on the school Site. This includes E-Cigarettes.** Students are also not allowed to smoke whilst participating in off-site visits. Any students caught will be given a warning if they are caught for a second time they will receive a two day fixed term exclusion from the school.

### Valuables

Jus'T'Learn does not encourage valuables to be brought into the school. Jus'T'Learn will not accept any responsibility for theft or damage of any valuables brought to the school. Students should **not** expect valuables, coats, bags etc. to be left in the reception office.

### School Breaks / Lunch

All students are expected to stay on site at breaktime/lunchtime. Year 11 students are allowed offsite during lunchtime only if written permission has been given by parent/carer. Whilst off site the student becomes the responsibility of the parent/carer.

Students can bring a packed lunch or they can order a school dinner. **The cost of a school dinner is currently £2.50 per dinner.** If a student is entitled to a free school meal we will have been notified and we then arrange for your son/daughter to have school dinners. Further information regarding these dinners and menus can be obtained from the Main Office.

**Students who choose to leave school site without permission will be recorded as post registration truancy.**

### Jewellery

Jewellery should be kept to a minimum. Earrings should be studs or small hoops. Large earrings are not acceptable, as they pose a health and safety risk. Should a student persist in wearing unsuitable/unsafe jewellery it will be confiscated and placed into the safe for collection by a family member/guardian.

### Mobile Phones, iPod, MP3 players etc.

Jus'T'Learn will not accept any responsibility for theft or damage of/to the above equipment.

Mobile phones, iPod, iPad, MP3 players etc. are not to be used during lessons. All Mobile phones should be given into reception at the beginning of the day, mobile phones will be returned back at the end of the school day. Should the student choose not to comply with this request it will be confiscated and placed in the school safe to be returned on the next school day. Parents/Guardians will be notified. Should a student refuse to comply with the above appropriate sanctions will be taken according to Jus'T'Learn's Learning/ behaviour policy.

Should there be persistent abuse of our mobile phone and electrical equipment policy, the students' property will be confiscated for one week and handed to the appropriate inclusion manager who is not sited at the school. Parents/Guardians will be notified.

In some circumstances, it may be reasonable for a member of staff to ask a student to reveal a text message for the purpose of establishing whether cyber bullying has occurred.

### Detention

Detention is a sanction used by Jus'T'Learn at the end of the school day, at break time, lunch time or at the end of the student's day, should they be following an Individual Time Table. Detention will be used should a student chooses not to complete the work set during the course of the school day; be involved in an investigation of an incident; assisting staff in

preparation tasks which do not raise any health and safety issues; child protection issues; assisting staff to prepare work or classroom display etc.. Parents/Guardians will be contacted on the day of the detention giving the reason and the duration of the detention.

Detention will also be given if a student is late without a reason or a call from parents in the mornings or if they arrive late after lunch.

### **Confiscation (including retention and disposal) of inappropriate items**

Confiscation (including retention and disposal) of inappropriate items may be necessary in maintaining an environment conducive to learning which safeguards the rights of other students to be educated. This includes items that:

- Pose a threat to the good order for learning such as mobile phone, ipods, MP3 players cigarettes, lighters, matches
- Pose a threat to others e.g. a laser pen being used to distract students and possibly harm other students and staff
- are against school dress code rules such as a refusal to remove inappropriate headwear
- Poses a health and safety threat such as large earrings, large ornate rings etc.
- Any item that can be used as an offensive weapon
- Are counter to the ethos of Jus'T'Learn such as materials which might cause tension between one community and another
- Are illegal for a student to have such as racist or pornographic material

Most confiscated items will be returned to the student directly or to a family member/guardian. There may be occasions however when items will not be returned to the student and will be disposed by Jus'T'Learn. For example: an unlawful or hazardous substance; alcohol etc.

### **Searching Students**

The provision in the Violent Reduction Act 2006, inserted in the Education Act 1996, makes it lawful for designated school staff to search suspected students.

The member of staff searching the student will be the same sex as the student. The only time that a student may be searched by a member of staff who is the opposite sex, is when the member of staff believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

If the student has **given** consent the designated staff member can search for any item.

If the student has **not given** consent they can be still searched for the following:

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property.

Students may also be asked to turn out their pockets or hand over an item that is causing disruption. Jus'T'Learn might use its legal power to discipline if the student unreasonably refuses to co-operate.

Searches without consent can only be carried out on the school premises or if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.

CCTV footage may be used to decide as to whether a search may be conducted.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

### **Screening Students**

Students may be asked to undergo screening by a walk through or hand held metal detector even if they do not suspect them of a having a weapon without consent. Any member of school staff can screen students.

If a student refuses to be screened, the school may refuse to have the student on the premises. Health and safety legislation requires the school to be managed in a way which does not expose students or staff to risks to their health and safety and this would include making reasonable rules as a condition of admittance.

### **Involvement with the Police**

Any student causing damage to Jus‘T’Learn property will be considered to be causing criminal damage and may be reported to the Police. Police involvement will also be considered if a student assaults a member of staff or another student or if it is felt necessary to search a student for e.g. illegal drugs, stolen property etc.

Any deliberate damage to property will be treated as criminal damage. This could result in the student(s) being charged with Criminal Damage. Any student involved could also be asked to meet with Jus‘T’Learn’s Management Team and explain their actions. The consequences of this could be that their education at Jus‘T’Learn is terminated.

If a Parent/Carer verbally or in writing agrees to pay for the damage caused by their Child then further action may not be considered by the school. If however, an agreement (verbal or written) to pay has not been met by the Parent/Carer the school will follow civil action which may include the use of a debt collection agency to recover funds.



## Behaviour

We believe that the promotion of positive behaviour underpins our school's caring and supportive environment, it is also necessary to set out how we will deal with minor and major indiscipline. Both staff and students need to know that there is a clearly understood framework which establishes a procedure for managing discipline in the school.

The school lives under the same umbrella of agreed and commonly held values.

## Summarised Behaviour Policy

Jus'T'Learn is committed to providing an effective learning environment that aims to:

- Maximise every learning opportunity and minimise unwanted behaviour, in order to enable students to become effective learners
- Acknowledge sustained and improved personal/academic achievement
- Promote self-reflection and individual responsibility.
- Reward individual effort produced over and above Jus'T'Learn ethos – for example; through the use of appropriate praise, effective learning stickers, work on display, educational trips connected to the curriculum

Jus'T'Learn's behaviour policy is discussed on admission and communicates clear learning behaviour guidelines to all pupils and parents/guardians.

In order for this to happen the rights of staff, visitors and students are acknowledged these are:

- to be listened to
- to be treated with respect
- to be treated fairly and consistently
- to work and learn without unnecessary interruption
- to feel supported

Students who attend Jus'T'Learn will all have emotional, social or medical needs. A core function of Jus'T'Learn is to reduce the impact of a situation on the student's emotional, social and educational vulnerability to enable each student to learn strategies in order that they can move on.

This will be achieved by:

- Working with the student, families, other statutory and voluntary agencies, through their planning and review mechanisms and the pupils own IEP and reintegration reviews
- Providing a curriculum which includes the teaching of effective learning behaviours, life skills and emotional intelligence

Bullying, racism or sexism of any kind is totally unacceptable, will not be tolerated and action will be taken.

### **Touching and Holding**

Touch between staff and students can provide encouragement or reassurance. It can signify warmth or friendliness.

These guidelines do not prohibit this form of contact. Staff will use their own judgement to avoid sensitive situations and will encourage students to develop an awareness of appropriate adult/student contact.

### **Physical Restraint**

In law, staff may be justified in using physical intervention only when there is a risk of danger to the student or him or herself, there is a danger to other students or adults or there is danger to property.

We wish, as a school, to use physical intervention on as few occasions as possible.

Physical restraint will be reported to parents as soon as possible.

### **Physical Containment**

In some circumstances where students have no intention of listening to an adult authority, it may reduce the risk of further incidents, if the student can be kept in one place with an adult. Under no circumstances would a student be left locked in a room alone.

To ensure that consistent practice is in place and maintained this policy will be evaluated and reviewed on a regular basis

**\*\*\* In cases where there are incidents where a student needs to be physically restrained/contained, members of staff who have undergone the Team – Teach Training Course may use the appropriate techniques to restrain the student to contain the situation.**

### **Charging Policy**

All education during school hours is free. We do not charge for activities undertaken as part of the National Curriculum. We could however on occasion ask for a contribution towards an extra-curricular activity.

If a Parent/Carers wishes their child to take part in an event but is unable to contribute, we do allow the student to participate in the activity. Parents/Carers have a right to know how each activity is funded. Jus‘T’Learn provides this information on request.

Your child may be entered for exams whilst attending with us. You will be notified of exam dates in advance by letter. Should your child fail to turn up for a scheduled exam without evidence in writing of a valid reason you may incur a charge for the exam fees.

**Shaila Osman**  
**Head of School**