



Parent/Carer Volunteer Handbook

2020/21

GENERAL INFORMATION

The Fermain Academy, Oxford Street, Macclesfield

Cheshire East, SK11 8JG

Tel 01625 611001

<http://www.thefermainacademy.org/>

ADMIN EMAIL: admin@thefermainacademy.org

Youth Engagement Schools Trust (YES Trust)

Chair of Governors	Steven Armstrong
Head Teacher	Lee Cambray – head@thefermainacademy.org
Deputy Head Teacher	Emma Sandbach – e.sandbach@thefermainacademy.org
School Business Manager	Chris Heptinstall – sbm@thefermainacademy.org
Caretaker	John Mayer

Welcome to The Fermain Academy

Dear Parent/carer,

I am delighted to write a few words to introduce our creative establishment. The Fermain Academy is an alternative provision free school in the heart of Macclesfield, catering for a diverse pupil population: our 40 students have a range of specialist needs and come from disadvantaged backgrounds and may well be at risk of exclusion.

Student, family and staff engagement is extremely important to us and we endeavor to provide all our young people with memorable experiences that will truly enrich their lives. We strive to involve the whole school community in making The Fermain Academy a safe, happy, forward-thinking and truly outstanding place for our students to learn. Our talented, multi-disciplinary staff team have high expectations of our students, and we aim to provide the kind of specialist education which families want for their children. Our school benefits from impressive facilities, enabling us to offer a wide range of opportunities for learning both inside and outside the classroom. We have extensive links within the community, allowing our students the chance to work and learn alongside peers and mentors as well as enjoy the wider local community facilities.

We strive for nothing short of excellence in all that we do. We are never complacent about our achievements and are always looking for ways to improve our practice further. We are focused on learning through active engagement, student and family-centered and we invest in our staff to ensure that we offer the very best educational provision for all our young people. We see our students' time at The Fermain Academy as just the first part of their journey and we want them to leave us as confident, lifelong learners. We also want our pupils to remember their time with us with great fondness, with memories of life-enriching experiences and enduring relationships. We are a self-reflective and highly evaluative learning community and at The Fermain Academy, nothing less than outstanding will do.

Our values underpin everything we do and make up the acronym:

Challenge yourself
Help each other
Aspire to be great
Nurture your potential
Grow as an individual
Enjoy Learning

Our vision is for every pupil to 'Be All That They Can Be' and our mission is to provide:

- A creative and inspiring curriculum, which truly engages, encourages risk-taking, promotes independence and provides memorable experiences, enriching their lives.
- A learning pathways and assessment framework that is profoundly personalised and reflects, measures and celebrates their strengths, achievements and progress.
- A dedicated staff team who are fully empowered and equipped to ensure the best opportunities for everyone.

Time of the School Day

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:45 Briefing				
9:00 – 9:10 Breakfast				
9:10 – 9:20 Form				
9:20 – 10:10 Lesson 1				
10:10 – 11:00 Lesson 2				
11:00 – 11:20 Break				
11:20 – 12:15 Lesson 3				
12:15 – 1:10 Lesson 4				
1:10 – 1:40 Lunch				
1:40 – 2:30 Lesson 5				

All full time members of staff are expected to be on site from 8:30 – 4:00pm.

Health and Safety

Fire/Flood Emergency Procedures

On arrival to an area, locate the fire action notice and familiarise yourself with the emergency exit and fire route. If you discover a fire do not attempt to tackle it, activate the nearest alarm call point and follow the fire routes to the designated muster point. In the event of alarm activation you should evacuate the building, do not stop to collect personal belongings. Line up with your class to enable the register to be checked to ensure everyone is out of the building. Visitors should make themselves known to a member of the staff who will have a list of visitors in the building. Do not attempt to re-enter the building until you are advised it is safe to do so. Fire wardens will check that the building is empty but if you identify that anyone is missing, notify a member of the Leadership Team as soon as possible. The Caretaker (or SLT if the Caretaker is not on site) will be responsible for meeting the fire tender and directing them to the fire.

In the event of a possible flood you will be advised to evacuate the building and should follow the normal fire procedures unless alternative instruction is given at the time.

Bomb Alert/Security Attack

In the event of a bomb scare or security attack, listen out for further advice from the school. Stay calm and evacuate the building if instructed following the fire evacuation procedures.

Serious injury/illness requiring emergency response

Call 999 and notify the office/SLT that an ambulance has been called and where the casualty is. Commence CPR or administer first aid if appropriate or call for assistance whilst awaiting the emergency response. Identify an adult who can accompany the casualty to hospital. Alert parents as to which hospital the ambulance will be going.

Report the accident and complete an accident form as soon as possible to ensure necessary reporting can be completed to the HSE.

First Aid

In the event of an accident contact a first aider in school – a list of names will be displayed in both of the school office and by the first aid boxes available. Follow the accident reporting procedure and protocol for informing parents. Please make a note of any supplies used so that first aid boxes can be restocked.

Essential Reading:

This reference guide provides a brief introduction and should be read in conjunction with the school policies and protocols.

Accident reporting

Please report accidents using a reporting form available in the staff share files. This should be completed as soon as possible after the accident using the reporting protocol and the protocol for informing parents of an accident.

Data Protection and security of data

Personal details should not be stored on devices that are taken out of school unless they are on an encrypted memory stick obtained from the school. Personal contact details must not be passed onto any person or organisation without the prior knowledge and approval of the person involved. Personal information used in school must be contained within protected files and not be available in whole school shared documents.

E-safety

Please ensure you are familiar with The Fermain Academy's E-Safety Policy and additional guidance issued. All staff must sign to agree to abide by The Fermain Academy acceptable usage policy. The Fermain Academy e-mail accounts and not personal e-mails should be used for all school business. All students must be supervised when accessing the Internet and any concerns or inappropriate content should be reported to the Deputy Principal.

Food Hygiene

Any food prepared in school should be supervised by a member of staff who has completed the Food Hygiene training. Special care should be taken with potential allergies. Food should not be reheated for pupils, as food safety cannot be ensured.

Health and Safety Policy

Please ensure that you familiarise yourself with The Fermain Academy's Health and Safety Policy available in the staff room or on the school website.

Photographs in School

Photographs should not be used unless parental permission has been obtained. If pictures are displayed, First names can be used within the context or narrative of a display. Surnames should not be used.

Risk Assessments

Risk assessments should be undertaken for any activity or use of equipment that could be potentially hazardous. The aim of the assessment is to identify risks and determine what actions (control measures) can be put in place to reduce the risks identified. Once the controls are actioned, the level of risks should be sufficiently reduced to an acceptable level. It is not possible or necessary to eliminate all risk and the residual risk of an activity would need to be considered against the potential benefit that could arise from the activity going ahead. Risk assessments are available in the teacher shared files or see the Deputy Principal for further information.

Safeguarding

All staff receive safeguarding training and are encouraged to report any concerns to their line manager or the designated safeguarding officer. All information relating to safeguarding should be stored securely and not discussed other than with the appropriate senior staff. All staff are required to have an up to date DBS check. If you are asked to provide documentation for an initial or re-check, please provide this promptly. Staff without valid DBS clearance will not be able to work in school.

Security

Visitor passes are issued on sign in, all visitors need to produce identification before being admitted into the school premises. Please check before opening swipe controlled doors that there is not an unaccompanied pupil in the vicinity. If any visitors are seen in school not displaying a visitor badge, please do ask them who they are visiting and notify the school business manager accordingly.

