



MAIDSTONE AND MALLING
ALTERNATIVE PROVISION



Parent Handbook

Taking you step-by-step
through starting school

BELIEVE ACHIEVE EXCEED



MRS S SMITH, HEADTEACHER, SAYS...

Welcome to Maidstone & Malling Alternative Provision. We are very proud of our provision and the work that goes on here.

We are driven by an unshakeable belief in the potential of young people. Working in collaboration with families and agencies, our commitment to nurturing and engaging young people in a safe and supportive learning environment is unwavering.

Offering an holistic approach, we aim to empower young people to overcome barriers, build resilience, develop positive relationships and acquire the knowledge and skills to become valued and effective members of society.

Safeguarding and Personal and Social Development underpin everything we do, as we know that many of our young people have suffered significant childhood traumas and our priorities are to address these and access specialist support in order for our children to engage in and enjoy formal learning.

We inspire and motivate our pupils to thrive with a culture of respect, dignity and celebration, where everyone feels equal and valued.

At MMAP we believe in continued professional development. All of our staff strive to continuously improve pastoral support, and teaching and learning, so that our pupils can achieve the best possible outcomes.

We are committed to the idea of a partnership in education between home and school and feel the only way to achieve best results is for us all to work closely together.

We hope that you are able to support us in this very important venture.

STEP 1: STUDENT ADMISSION FORM
Maidstone & Malling Alternative Provision

Student's Personal Details		
Family/Last Name:	Date of Birth:	Gender: M/F/T
Legal First Name:	Preferred name (if different):	
Address:		
	Postcode:	
First Language:	Country of birth:	
Nationality:	Religion:	
Details of Primary School(s):		
Parent/Carer Details		
Parent/Carer Full Name:	Parent/Carer Full Name:	
Relationship To Student:	Relationship To Student:	
Date of Birth:	Date of Birth:	
Address:	Address (if different):	
Postcode:	Postcode:	
Occupation:	Occupation:	
Work Phone:	Work Phone:	
Home Phone:	Home Phone:	
Mobile Phone:	Mobile Phone:	
Email:	Email:	
Usually able to attend face to face meetings in school: Yes <input type="checkbox"/> No <input type="checkbox"/>	Usually able to attend face to face meetings in school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If No, please explain briefly here:	If No, please explain briefly here:	
Daytime Emergency Contacts		
You must provide two working contact numbers and at least one e-mail		
Main Contact Full Name:	Second Contact Full Name:	
Contact Number:	Contact Number:	
E-mail:	E-mail:	
Relationship To Student:	Relationship To Student:	

Please tear here

Other Information	
Does your child have access to a device such as a desktop/laptop or tablet for use in remote learning? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your household have Wi-Fi access to the internet? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of Brother(s):	Number of Sister(s):
Names and ages of siblings:	
Full names and relationship to child of any other adults who may contact the school regarding the student:	
Full names and relationship to child of any adult who should be denied access*:	
(*you may be asked to provide further information)	
Involvement of Education Welfare Services: Yes / No	
Involvement of Social Services: Yes / No	Name of Social Worker:
Involvement of any other external agency – please specify:	

Medical Information	
Doctor’s Name:	Phone Number:
Surgery name and address:	
Medical Information:	
• Asthma	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Sickle Cell	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Nut/ Food Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/> Please Specify:
• Other Allergies (i.e Bee Stings, Grass)	Yes <input type="checkbox"/> No <input type="checkbox"/> Please Specify:

Step 1

Step 1

Details of any other medical condition : (Please provide the school with copies of any relevant letters from a GP or consultant)	
Please provide details of any regular prescribed medication:	
Parent/Carer Signature:	Date:

Details of any other clinic/hospital that your child attends:	
Name:	
Address:	
Telephone Number:	
NHS Number:	
MEDICAL CONDITIONS/DISABILITY:	
Disability Living Allowance (DLA) claimed? (tick if yes) <input type="checkbox"/>	
My child receives the following support:	
<input type="checkbox"/> CAMHS <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Physiotherapy <input type="checkbox"/> Speech Therapy <input type="checkbox"/> Other	
Worker’s Name:	<input type="checkbox"/> Not applicable
Worker’s Telephone No:	
In the event of my child requiring emergency treatment and the school (or his/her representative) being unable to contact me, I give consent for the member of staff accompanying my child to approve the application of any emergency treatment, including anaesthetic advised by the medical authorities for the wellbeing of my child.	
<input type="checkbox"/> Agree <input type="checkbox"/> Disagree (Please indicate)	
Signature	Name (Please Print)

Please tear here

Service Children in Education

Where a student has a parent or parents who are Service Personnel, serving in regular military units of all forces and exercising parental care and responsibility, schools are now requested to record this information.

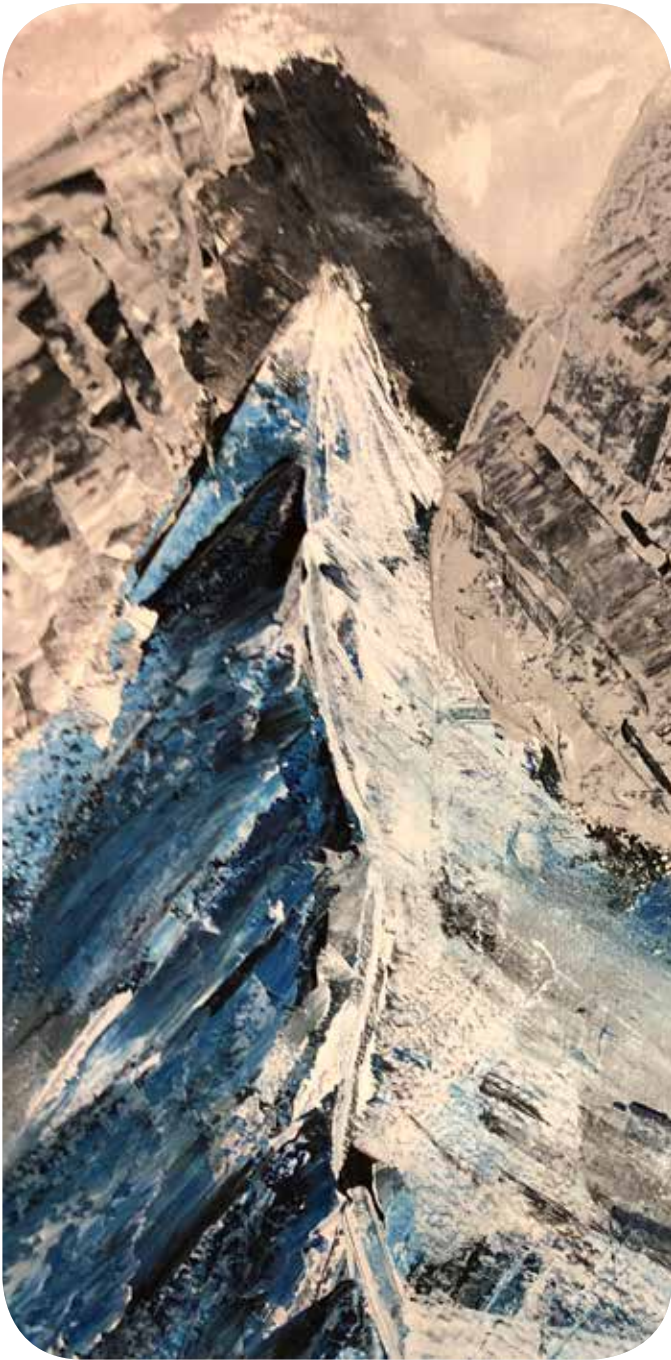
Please give details of all parents or carers currently serving in the forces:

Signed:

(Parent/Carer/Foster Parent)

Parent:

Date:



Ethnicity Questionnaire

Please answer the questions below. This form seeks information about your child’s ethnic background. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not necessarily the same as nationality or country of birth. If your ethnic background is not listed you may wish to write it in alongside ‘Any Other Ethnic Group’ at the bottom of the list.

1. Are you:

The parent or carer of the student named above ☐

The student named above ☐

2. Please tick **one box only** to indicate the ethnic background of the student named above.

- Asian or Asian British**
Afghan ☐ (OAFG)
Indian ☐ (AIND)
Pakistan ☐ (APKN)
Bangladeshi ☐ (ABAN)
Vietnamese ☐ (OVIE)
Any other Asian background (please state) ☐ (AOTH)
- Black or Black British**
Caribbean ☐ (BCRB)
Angolan ☐ (BANN)
Congolese ☐ (BCON)
Ghanaian ☐ (BGHA)
Nigerian ☐ (BNGN)
Sierra Leonian ☐ (BSLN)
Somali ☐ (BSOM)
Sudanese ☐ (BSUD)
Other Black African ☐ (BAOF)
Any other black background (please state) ☐ (BOTH)
- Chinese**
Chinese ☐ (CHNE)
- Mixed**
White and Black Caribbean ☐ (MWBC)
White and Black African ☐ (MWBA)
White and Asian ☐ (MWAS)
Any other mixed background (please state) ☐ (MOTH)

- White**
Albanian ☐ (WALB)

English ☐ (WENG)
Greek / Greek Cypriot ☐ (WGRE)

Gypsy / Roma ☐ (WROM)
Irish ☐ (WIRI)
Kurdish ☐ (OKRD)
Scottish ☐ (WSCO)
Traveller or Irish Heritage ☐ (WIRT)
Turkish ☐ (WTUK)
Turkish Cypriot ☐ (WTUC)
Welsh ☐ (WWEL)
White Eastern European ☐ (WEEU)
White Western European ☐ (WWEU)
White Other (please state) ☐ (WOTW)
- Other**
Latin / South American /
Central American ☐ (OLAM)
Any other ethnic group ☐ (OOEG)
- If you do not wish the school to record an ethnic background for your child please tick this box ☐ (REFU)



Free School Meals	
Is the student currently eligible for free school meals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the student been eligible for free school meals in the past 6 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the student from a family that has No Recourse to Public Funds?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please explain:	
Kent County Council check your eligibility for free school meals through the National Insurance Number of parent/carer.	
Please add your NI number here so we can do this for you: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM

Maidstone & Malling Alternative Provision Privacy Notice

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

This information is available in the GDPR policy, under the policies section on the school website.

Office use only	
Date application received	
Date processed	
Staff name	



Step 1

Step 2

The School will:-

- Be open and welcome at all times and offer opportunities for parents/carers to be fully involved in the life of the school and their child’s education;
- Provide clear guide on expectations of students in terms of both work and behaviour;
- Communicate with parents and carers to outline the targets appropriate to their child and current levels of work and attainment;
- Monitor attendance, punctuality and advise parents of concerns as soon as possible;
- Work with each child as an individual to ensure they reach their full potential;
- Keep parents/carers informed of general matters and individuals school progress; and
- Provide an educational programme in line with your child’s academic ability.

Parents and Carers will:-

- Ensure their child arrives on time and attends regularly;
- Inform the school immediately of any absence before 9.00 a.m.;
- Attend the parents’ consultations in order to be advised of student progress;
- Attend any other relevant meetings as deemed necessary;
- Encourage their child to respect their peers and members of staff and maintain a positive attitude towards their learning; and
- Support the school in implementing the rules in terms of both work and behaviour and any consequences which may be required as a result of breaching these rules.

Students will:-

- Attend school regularly and on time;
- Work to their full potential;
- Follow the school expectations, observing all school rules; and
- Respect their environment.

Mobile phones should not be used during the school day and handed in each morning – valuables must be handed in at the office for safe keeping, however, we cannot accept responsibility for any loss of personal items.

The agreement requires the signature of all parties, as a token of commitment to working together in each other’s best interests.

The school is a non-smoking site.

Signature of Student:	Print:
Signature of Parent:	Print:
Signature of School:	Print:
Date:	

Please tear here

At MMAP, attendance is of the utmost importance to enable your child achieve to the best of their ability. With this in mind, we require a minimum attendance of 96%.

To assist our school with raising students’ attendance and punctuality, we have engaged the services of South Eastern Attendance Advisory Service (SEAAS). SEAAS will be coming in to school fortnightly to monitor attendance and timekeeping with our Attendance Officer, Angela Kent. If there is a concern regarding your child’s attendance and punctuality, you will be invited to attend an attendance monitoring meeting with SEAAS. Therefore, **it is extremely important** that you ensure that your child attends regularly and on time.

If your child is unable to attend school through illness, you should inform the office by telephone on the first day of absence before 9.00 a.m. Alternatively, you can email akent@mmap.kent.sch.uk. If we do not hear from you, we have a duty to contact you, as a safeguarding matter, to ensure we know where your child is.

We would ask that all medical/dental appointments are made, whenever possible, outside of school hours. Obviously, this is not always possible, but please let the office know as soon as possible if your child will be absent, or need to leave school early.

Where a child appears to have had an excessive time off school with illness, we will require medical evidence and a meeting to discuss how best to support your child.

Children need to be in school by 9.00 a.m. Children miss valuable learning time if they are late. We would ask you to support us in ensuring your child arrives at school promptly and advise the office if they are going to be late.

Thank you for your support regarding your child’s school attendance. If you have any concerns at all, please do not hesitate to contact our Attendance Officer, Angela.

Student’s Agreement

I agree to try my hardest to learn new things and to do my best at all times. In signing this agreement, I agree to:

- arrive at school on time every day
- go to lessons on time and try to do my best to remain in lessons
- be ready to learn
- have a positive attitude
- always try to do my best
- not be afraid to ask for help when I need it

Signed By: _____ Print Name: _____ Date: _____

Parent’s/Guardian’s Agreement

I want to help my child learn and be a success and will encourage good attendance to school every day. In signing this agreement, I agree to:

- send my child to school on time every day, unless he/she is unwell
- will phone the school every day before 9.00 a.m. if my child will be absent from school and provide reason for absence
- will make medical/dental appointments outside of school hours (where possible)
- will inform staff of any issues preventing my child from attending regularly
- understand that if my child’s attendance drops below the statutory requirement of 96%, then I may be at risk of receiving a Penalty Notice and possible fine.

Signed By: _____ Print Name: _____ Date: _____

Step 3

Step 4

All pupils use computer facilities including Internet access as an essential part of learning. Both pupils and their parents/carers are asked to sign to show that e-safety has been discussed and agreed.

Pupil:	Form:
--------	-------

Pupil’s Agreement

- I will use the computer, network, mobile phones, internet access and other new technologies in a responsible way at all times; and
- I understand that network and Internet access will be monitored.
- I agree not to download or share inappropriate information, pictures, videos or any pornographic material.

Signed By: _____ Print Name: _____ Date: _____

Parent’s consent for Photography, Video, Internet, Press & Media

I am happy for the above named person to be involved in publicity & media projects, including publication of photographs, video, press articles, sound recordings, etc., of, or about them. I understand that all such activity will aim to portray the young people positively and will not be for commercial profit and that any photography will not be accompanied by pupil names.

I give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed By: _____ Print Name: _____ Date: _____



Please tear here

Any further information you would like to share

[illegible]

Step 5

step 6

Visits to: Various trips by foot, public transport or school minibus.

I agree to my child taking part in school trips.

Full name of Student:	Date of Birth:
-----------------------	----------------

I am happy for the above named person to take part in the specific activities described below:

Local educational, supervised trips, held during the normal school day, to such places as: shops, restaurants, businesses, libraries, leisure facilities, careers offices, sports centres, courts, hospitals, country walks, tree-climbing, beaches, places of worship, museums and galleries.

Trips outside Kent are not considered "local" and individual consent forms will be issued for any trips outside the County.

Medical Information

I consider this named person to be in good physical health and fit to participate: YES ☐ NO ☐

Does he/she have ANY conditions requiring medical treatment, including medication? YES ☐ NO ☐

If **YES** please give brief details:

Is he/she allergic to any medication/food/nuts/bee stings, etc., or do they have any phobias, moral or religious beliefs that we should know about?

If **YES**, please give details.

I am happy for my child to receive lessons in Sex and Relationship Education (SRE). YES ☐ NO ☐

Travel

Seatbelts are provided on all vehicles and must be worn in the correct manner on all journeys.
If requested, children will wear face masks on the mini bus, or spike in local area infection rates.

Swimming

Is he/she able to swim 50 metres? YES ☐ NO ☐

Is he/she water confident in a pool? YES ☐ NO ☐

Is he/she confident in the sea or in open inland water? YES ☐ NO ☐

I understand that Kent County Council does NOT provide personal accident cover. YES ☐ NO ☐

Declaration

I agree to my child/foster child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment (including anaesthetic or blood transfusion), as considered necessary by the qualified medical authorities present.

Contact telephone number: Home:	
Work:	Mobile:
Signed:	Date:
Full Name (please print):	
Address:	

Please tear here

The aim of this questionnaire is for us to learn more about you. Please fill this questionnaire in carefully to tell us a bit more about you.

Student Name:

1	What was the name of your primary school? Did you attend the same primary school from Year 1 to Year 6?	
2	Do you know anyone at MMAP? Who?	
3	Do you belong to a religion? If so, which one?	
4	What is the name of your place of worship?	
5	What language do you speak at home?	
6	What languages, other than English, can you speak?	
7	Can you read or write in any language other than English?	
8	Do you belong to a library? Which one?	
9	How do you plan to travel to school? Walk, bus or cycle? Please note that scooters or skateboards of any type are not allowed.	
10	What clubs, groups or classes do you belong to outside of school?	
11	What activities do you enjoy outside of school?	
12	What three words best describe you?	

Step 7

Key information

SCHOOL TIMES

Our school day runs from 8:30 a.m. to 2:30 p.m. on a Monday through Friday. We have four main lessons a day each one hour long. Two of these are in the morning, and two after lunch in the afternoon. We also have a half hour reading session each day, as well as tutor time. Lunch is served for pupils at 11:30 a.m.

SCHOOL ROUTINES

Pupils are expected to be at school for 8:50 AM at the absolute latest. On arrival they will remove their outdoor clothing and hand these to the supervising member of staff. Pupils are required to wear full school uniform, detailed below. On arrival at school, pupils must:

- Hand over outer jackets/hoodies/hats/baseball caps.
- Bags.
- Mobile phones.
- Cigarettes, vape machines, tobacco, filters, papers, lighters and any other smoking materials.
- Food, sweets and drinks.

No drugs, or associated paraphernalia, weapons or alcohol are allowed on the school site. If a pupil arrives at school under the influence of drugs and/or alcohol, they will not be allowed on the school premises. In this event, parents will be contacted and asked to pick up their child and the incident may be referred to the local safeguarding team or the police.

TRANSPORT

We currently use minibuses to transport pupils to school in the morning, who would not otherwise be able to attend. We pick children up from East Malling, West Malling, Larkfield and Snodland. This is a free one-way service into school, with children making their own way home or being collected by parents at the end of the school day.

UNIFORM

Uniform standards are high at MMAP and our uniform code is inclusive, de-gendered, smart and comfortable. Parents are expected to ensure that students arrive at school in correct uniform and that on the rare occasion where for medical reasons uniform cannot be adhered to, then a note must be provided clearly explaining any temporary change from this code. Parents choose our school because of its high standards so we make no excuses in enforcing this code to uphold the values we share with our parents and students in this area. Shoes without backs (sliders, flip flops... are not permitted under any circumstances at school as they are unsafe).

Dress code:

Students are required to wear full school uniform, comprising of a black or white T shirt with school logo, black sweatshirt with school logo, black trousers, sweat pants or jeans (plain without any logos), and black shoes or trainers. Polo shirts, T shirts and Sweatshirts are available for purchase from MMAP.

FOOD IN SCHOOL

Pupils entitled to Free School Meals will be provided with a lunch. Pupils not entitled to Free School Meals can either bring a packed lunch, or purchase a school lunch. Please ensure that if your child would like lunch, that they let the school office know.

Water is always available and we actively promote the drinking of water to reduce/prevent dehydration so that pupils can function and learn at their best.

We do not allow children to consume fizzy drinks, energy drinks, or milk shakes during school time, as they will affect children’s ability to concentrate. At breakfast, pupils are provided with toast with their chosen spreads and breakfast cereals, as well as a hot drink, or squash/water.



Frequently asked questions

Here are what we find to be the most frequently asked questions. If you have a question which is not addressed on this page, please let us know and we will be happy to help.

ATTENDANCE

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents' responsibility to contact the school by 9.00am on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should update the school for each day of absence and inform the school when their child is returning.

Pupils are expected to arrive by 8.50am. All pupils who arrive late must report to the school office where the reason for lateness is recorded.

Lateness

At Maidstone and Malling Alternative Provision, the register is taken at 9.00am and 12.10pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where the reason for lateness will be recorded in SIMS. The pupil will be marked as late before registration has closed at 9.30 a.m. (Code 'L').

The register will close at 9.30am and 12.30pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Authorising absence

Only the Headteacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell.
- Absence of siblings if one child is ill.
- Oversleeping.
- Inadequate clothing/uniform.
- Confusion over school dates.

- Medical/dental appointments of more than half a day without very good reasons.
- Child's/family birthday.
- Shopping trip.
- Family Holidays (with some rare exceptions).

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- With leave (the school has given permission).
- Due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent).
- Religious observance.
- Failure by the Local Authority to provide transport.

In law, these are the only acceptable reasons for a child being absent from school.

JEWELLERY, HAIR, MAKE UP AND ACCESSORIES

- A wristwatch may be worn, unless attending examinations, in which they are not permitted.
- Sunglasses, if worn, will be taken in in the morning.
- Any jewellery or personal item that could be considered dangerous or could be used as a weapon are strictly prohibited and will be confiscated.

A common sense approach to general appearance

The school applies a common sense approach to general appearance. This allows us to achieve a balance in our approach to hairstyles, hair colours, piercings and application of make-up.

Whilst we do not prohibit specific "styles" of appearance outside of our uniform code we reserve the right to address/ prohibit anything we feel is excessive, inappropriate or extreme. Therefore, as a general guide, the following is recommended:

- Any make-up worn should be minimal and appropriate.
- Piercings should be safe, subtle and discreet.
- Uniform should be worn appropriately and correctly without modification
- Torn/ damaged items should be replaced as soon as possible.
- Items of clothing or appearance should not denote affiliation to any politically motivated group or denote extreme views and must not cause offense - this includes coats, jackets and accessories.

Loss of or damage to personal possessions

The school will not be responsible for the loss/ damage and incurred costs of any prohibited or sanctioned items. This includes jewellery, watches, wallets, mobile phones, electronic devices and designer items such as coats or bags. We do not recommend such items are brought into school and are only done so at the students' own risk.

MOBILE PHONES

Mobile phones are handed in to the appropriate staff member when pupils arrive in school and locked away in a secure cabinet with their name on. If pupils make at least 4 points in lesson 1 and lesson 2, they will get their phone back for the lunch break. Phones are then collected after lunch by the appropriate staff member and secured away again. If pupils make their points in lesson 3 and lesson 4, they will get their phone back at the end of the day and leave school. If they do not make their points, they will receive a 15 minute detention, and will then be given their phone and dismissed.

REWARDS AND SANCTIONS

Rewards

Good work, behaviour and attendance are the expected norms. Pupils' progress towards improvement should be acknowledged as well as their achievements. Staff should communicate through comments, either verbal or written on their daily reward points sheet which recognises positive behaviour. The traffic light system for this was developed with consultation with pupils and involved the following categories.

- Work
- Attendance
- Behaviour
- Extra points for work of a high standard

Other ways of recognising pupils' everyday achievements are by:

- Displaying work
- Sharing success (sensitively) with the whole group
- Informing parents
- Awarding of certificates – e.g Student of the Week awarded to the student with the most reward points during whole school assembly/student voice
- Contacting the home school and other agencies as appropriate.
- Reward trips.

Management of the Points System

The daily reward points sheet records the successes of individual pupils and highlights any concerns to Form Tutors. If a pupil fails to achieve at least 4 points in each session, they are given a 15 minute detention with their form tutor that night or lunchtime (if they are on a PSP.) it is the duty of the Form Tutor to address this with the pupil and a phone call is made home to inform parents/carers if necessary which is then recorded on CPOMS (our safeguarding and behaviour recording system). At the end of each day the points are added to the behaviour log on the shared system by the Tutor. At the end of the week, the students with the most points in KS3 and KS4 are awarded a £5 voucher which is banked on the school system. At the end of the term the person with the most points in KS4 is awarded a bonus of £50. Pupils can also receive a £5 attendance award for each week they achieve 100% attendance.

Sanctions

In many cases minor behavioural problems can be resolved immediately by talking with the pupils concerned and reminding them of what is expected of them. A staff member will reinforce the standards required ensuring that acceptable levels of behaviour are adhered to and that pupils complete tasks in connection with education, explain the consequences of any further lapses and setting clear targets.

Behaviour out of school:

In accordance with the Education and Inspections Act (2006) the same expectations of behaviour are expected of our students when they are recognisable as a member of our school both on and off the school site. Therefore, we expect the following:

- Good order on all transport (including public transport) to and from school and during educational visits
- Positive behaviour which does not threaten the health, safety or welfare of our students

After School Provision and Suspensions

If your child misbehaves and the sanction required is beyond a detention due to severity of the incident, your child may need to attend school on the After School Timetable for a specified period of time. If this is the case, you will be informed about the incident and why the decision has been made.

Suspension is used as a sanction for breaches of school discipline and attitude to learning. Internal/external suspensions are used sparingly and can only be issued by the Headteacher and only when other alternative sanctions have not succeeded in changing behaviour.

Support and advice are seen as important behaviour modification measures and will be used alongside sanctions such as suspensions as well as other intervention measures appropriate for the welfare of the student.

MMAP will let you know about a suspension as soon as possible and follow up with a letter including information about how long your child is suspended for and the reasons why.



ANTI-BULLYING CHARTER

This document has been developed and implemented in consultation with students and staff.

- 1. Be respectful, kind and considerate to everyone at all times.
- 2. We will not tolerate either in jest or dialogue derogatory comments regarding race, sexuality or gender.
- 3. Treat people in the same way you would like to be treated.
- 4. We will not tolerate name calling and making personal comments.
- 5. We will not tolerate behaviour that makes it difficult for those being bullied to defend themselves
- 6. Listen to the views of others, showing empathy and respect even if you do not agree.
- 7. Think before you speak and always use appropriate language. Language that is hurtful, discriminatory or malicious to others will not be tolerated.
- 8. Behave responsibly in and outside school, ensuring that your behaviour does not have a negative effect on others.
- 9. Any bullying concerns will be reported to and dealt with promptly by staff. The results of any investigation will be reported back to the appropriate people as soon as possible.
- 10. Look out for one another in and outside of school and report any concerns you may have about the well-being of others.
- 11. We will not post or share comments on social media that may cause upset and harm to ourselves and others.
- 12. Be supportive and encouraging towards everyone in school.
- 13. Ensure your behaviour does not disrupt teaching or the learning of others.
- 14. Bring a positive attitude to school at all times.

The Charter is signed by pupil and staff representatives every year.

E-SAFETY

Technology is now a vital and exciting part of our working and social lives. At The Maidstone and Malling Alternative Provision, our pupils and staff use technology in many forms to support learning and teaching. The school systems are managed to protect staff and pupils from any risk.

Internet use in school is filtered and monitored. Restrictions on Internet use will be placed in line with the school’s ICT acceptable use policy.

Students are asked to sign an Acceptable Use Policy, confirming that they understand and will adhere to the school’s rules in terms of internet usage.

CHARGING AND REMISSIONS

Maidstone & Malling Alternative Provision **does not charge** for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for in school, or part of religious education

- Entry for a prescribed public examination if the student has been prepared for it in school
- Examination re-sits if the student is being prepared for this in school.

The Management Committee and Maidstone & Malling Alternative Provision reserve the right to ask for contributions from parents/carers in the following instances and on the understanding that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request:

- Contribution towards lunches
- School uniform
- Non-attended or maliciously interrupted exams

Residential and day visits

Maidstone & Malling Alternative Provision may request a nominal charge for board and lodging on a residential visit. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. No student will be excluded from an activity because parents are unwilling or unable to pay.

Damage to school property

The following charges may be levied to parents/carers where costs have been unnecessarily incurred:

- Full replacement or repair costs for wilful damage to equipment and/or property. This may be in instalments and should be agreed with the parents/carers at the point of charge.

MEDICATION IN SCHOOL

Any medication requirements for children must be filled in at the pre-admission meeting. Medication must be in the original box with perscription label attached, which is signed by the parent/guardian. The school will not give children medicine unless completed and signed. Any medicine will be kept locked in a medication cupboard, and only administered by a First Aider who has received administering medicine training.

HOMEWORK

Out of class learning is needed to solidify the learning your child does at school. Out of class learning is, therefore, required by our Year 9 Permanent and Key Stage Four pupils. Much of the out of class learning involves practicing the core subjects (English, Maths and Biology) through an online programme called Tassomai. However, in Key Stage Four, revision will also be focused on by subject teachers and will require out of class learning, through using Google Classroom, revision booklets, or other revision resources.



Behaviour

CARING COMMUNITY

We aim to provide a caring community in which all members work together to create a climate in which each individual can achieve his/her full potential. We endeavour to encourage a positive approach towards behaviour based on trust and the development of self-discipline. Our overarching aims are:

- To expect good behaviour and encourage achievement
- To support and encourage children to learn self-discipline, develop resilience and be respectful.
- To enable effective teaching and learning.
- To create a safe and secure environment for pupils and staff.
- To develop pupils’ understanding, acceptance and tolerance of the differences in individuals.



SEARCHING, SCREENING AND CONFISCATION

At MMAP, pupils will be screened before they enter the school, and any member of staff may screen a pupil for banned items outlined below. The Headteacher and staff authorised by the Headteacher have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- Knives or weapons.
- Alcohol.
- Illegal Drugs.
- Stolen Items.
- Cigarettes, vape machines, tobacco, filters, papers, lighters and any other smoking materials.
- Pornographic images.
- Any item that is likely to be used to commit an offence or to cause personal injury to any person or damage property.
- Any item banned by the school rules which has been identified in the rules stated above as an item which may be searched for.

If a pupil fails to comply, then parents may be asked to collect the pupil.

School staff can seize any prohibited item found as a result of a search.

Children will hand in their mobile phones upon arrival and they will be returned at the end of the day.

Working with parents

PARENTAL INVOLVEMENT

We will let you know about your child’s progress. We provide parents with termly reports and hold parent-teacher meetings at the end of each term.

THE HOME SCHOOL AGREEMENT

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

CONTACTING PARENTS

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. Please let us know about any changes as soon as possible.

Emergency communication

If the school will not be opening unexpectedly for any reason, we will send texts to all parents. If the school has to close during normal school hours, we will ring all parents to tell you, and also text any parents who we cannot speak to.

Policies and term dates

FOR POLICIES AND TERM DATES, PLEASE VISIT OUR WEBSITE

OUR VISION

We are driven by an unshakeable belief in the potential of young people. Working in collaboration with families and agencies, our commitment to nurturing and engaging young people in a safe and supportive learning environment is unwavering. Offering a holistic approach, we aim to empower young people to overcome barriers, build resilience, develop positive relationships and acquire the knowledge and skills to become valued and effective members of society. Safeguarding and Personal and Social Development underpin everything we do, as we know that many of our young people have suffered significant childhood traumas and our priorities are to address these and access specialist support in order for our children to engage in formal learning. We inspire and motivate our pupils to thrive with a culture of respect, dignity and celebration, where everyone feels equal and valued.

OUR AIMS

- To offer a robust and personalised learning experience that is high quality and engaging
- To meet pupils' individual needs to provide them with the skills and qualifications to secure a solid foundation for the future
- To have high expectations of our pupils in all aspects of their lives
- To support pupils with their emotional and social wellbeing, equipping them with effective coping strategies
- To remove all barriers to learning and treat all pupils and families with empathy and respect and provide effective support networks to develop skills and confidence.
- To support children with gaps in their learning by mapping curriculum subjects together in an attempt to strengthen key elements of the core subjects.
- To challenge inappropriate behaviour and language to ensure that children develop responsible social interaction
- Work with children and families to build trust and positive relationships



WE WILL ACCOMPLISH THIS BY:

- Providing an engaging and broad curriculum that is enhanced by creative teaching and learning
- A range of qualifications tailored to suit the needs of all pupils which will enable them to secure a clear progression route
- Acknowledging that each day is a fresh start and working with pupils to build resilience
- Providing a highly experienced and dedicated pastoral team with expertise in mental health and wellbeing with links to external agencies
- Working alongside families to support our pupils and parents/carers to overcome challenges.

OUR CURRICULUM:

At MMAP, we recognise that pupils who attend the school can have a wide range of emotional, social and educational needs which can impact negatively upon progress, but we are determined to offer support and encouragement to help remove any barriers to learning and ensure that all have the most inclusive education that we are able to provide.

Many children arrive with a history of broken and failed relationships. These include family, friendships, professionals and police. Children are often very distrustful of everyone and everything as a result. Safeguarding our pupils and supporting them through strong personal and social development are our first priorities and underpin the curriculum.

Our curriculum has been designed to offer the highest quality provision, which is enriched with a wide range of activities and opportunities for pupils to expand their cultural capital, prepare them for adulthood and gain a wide range of GCSEs or equivalent qualifications, which will support them to secure a solid progression route and future career pathway.

The delivery of the curriculum is flexible and this enables us to provide an individualised programme of education tailored to meet the needs of each pupil. The aim is to stretch and challenge each pupil to reach the highest standards in everything they do and provide them with a sense of achievement and encouragement to exceed their potential.

Through the enrichment activities provided to support core subjects, we aim to enhance the learning of each pupil, provide re-engagement and bring enthusiasm and excitement back into learning.



**Maidstone and
Malling Alternative Provision**
The Cedars, 8 Bower Mount Road
Maidstone, Kent, ME16 8AU
www.m-map.co.uk

Telephone Number: 01622 753772