



Aspris Children's
Services

Sedgemoor Manor School

Student Handbook 2024-25

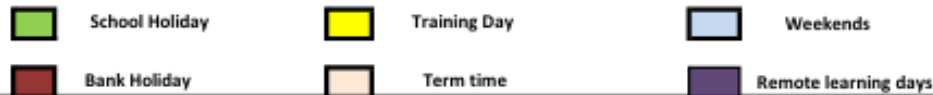
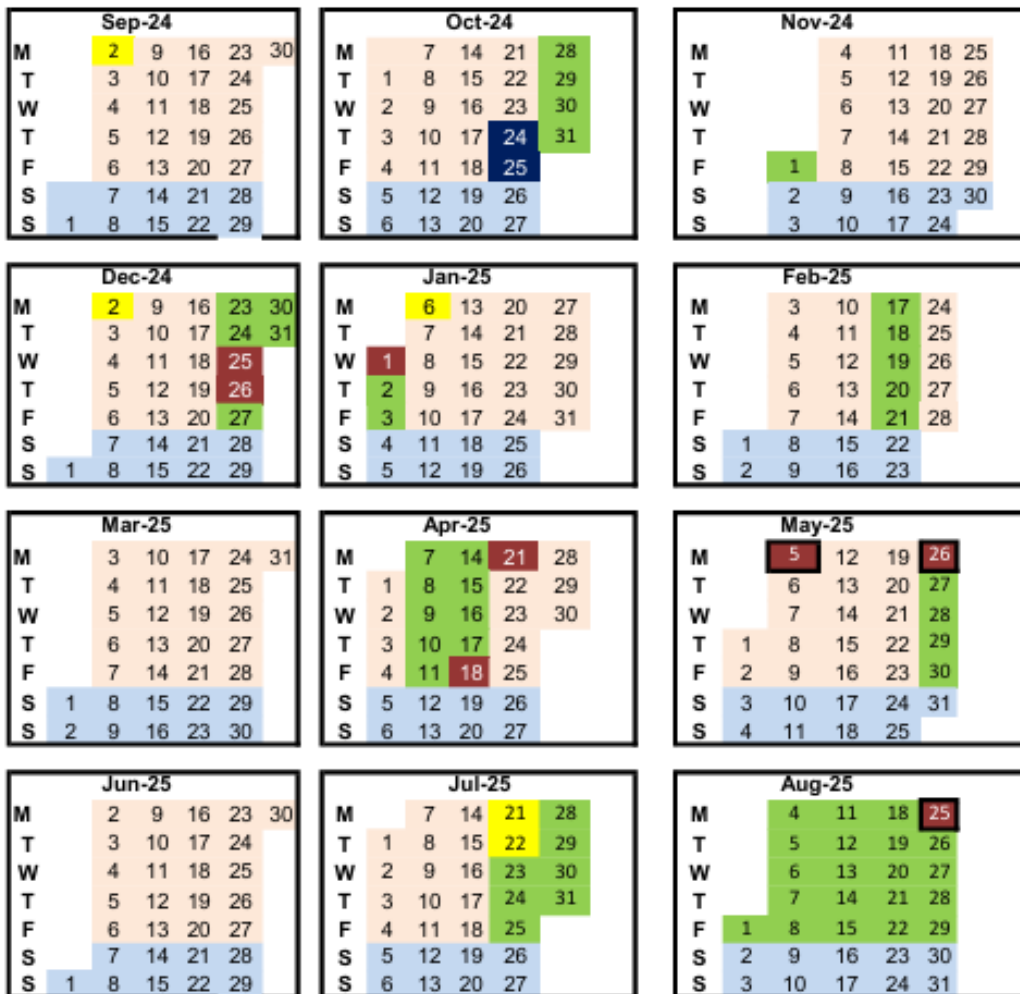


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1. School dates

FROME CLUSTER 2024-25
Sedgemoor Manor School

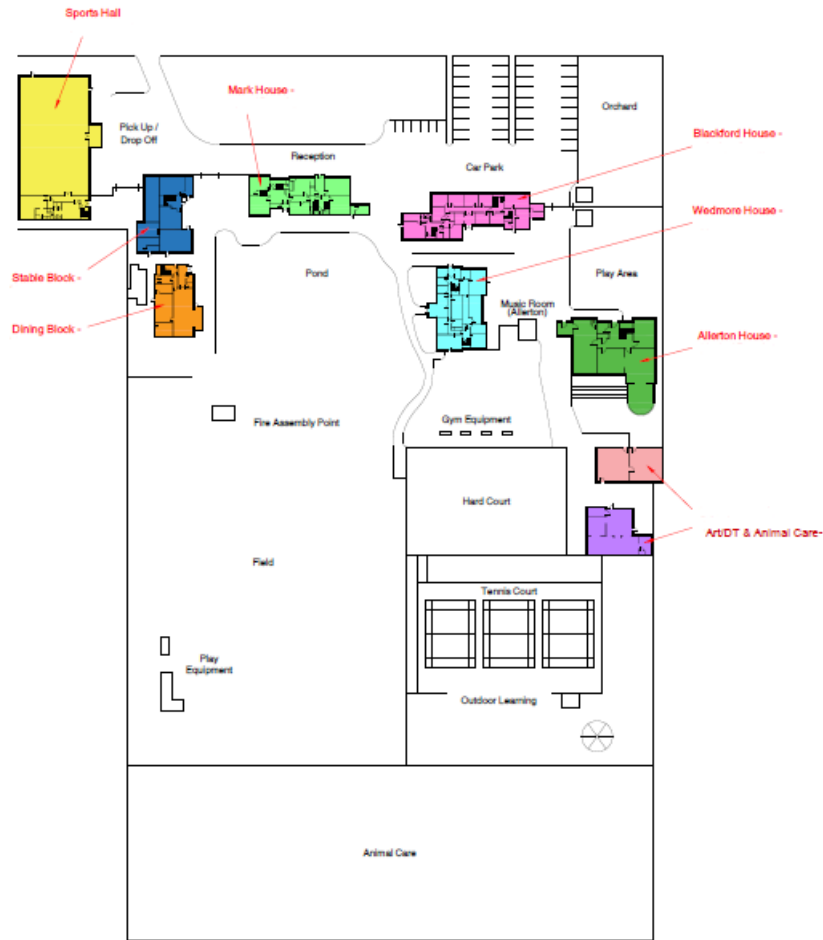


Bank and Public Holidays 2024/25			
Christmas Day Bank Holiday	25th December 2024	Easter Monday	21st April 2025
Boxing Day Bank Holiday	26th December 2024	May bank holiday	5th May 2025
New Years Day Holiday	1st January 2025	Spring Bank Holiday	26th May 2025
Good Friday	18th April 2025	Summer Bank Holiday	25th August 2025

Term 1	
02/09/24	Start of term 1
02/09/24	Teacher training day
16/09/24	Settling in parents' evening
16/09/24	Student council
17/09/24	Student council
25/09/24	Parent forum
24/10/24	Remote learning day
25/10/24	Remote learning day
25/10/24	Last day of term 3.15 finish
Term 2	
04/11/24	Start of term 2
19/11/24	Student council
20/11/24	Student council
27/11/24	Parent forum
02/12/24	Teacher training day
18/12/24	Christmas Fayre
20/12/24	Last day of term 1.20pm finish
Term 3	
06/01/25	Start of term 3
06/01/25	Teacher training day
21/01/25	Student council
22/01/25	Student council
22/01/25	Parents' evening (in person)
23/01/25	Parent forum
29/01/25	Parents' evening (virtual)
14/02/25	Last day of term 3.15 finish
Term 4	
24/02/25	Start of term 4
24/02/25	Options process information available (Yr 9 Parents)
11/03/25	Student council
12/03/25	Student council
19/03/25	Parent forum
02/04/25	Easter Extravaganza
04/04/25	Last day of term 3.15pm finish
Term 5	
22/04/25	Start of term 5
30/04/25	Parents' evening (in person)
01/05/25	Parents' evening (virtual)
05/05/25	May Day Bank Holiday
06/05/25	Student council
07/05/25	Student council
09/05/25	Options taster session choices in
14/05/25	Options taster sessions; Parent forum
16/05/25	Options choices made
22/05/25	Last day of term 3.15pm finish

Term 6	
02/06/25	Start of term 6
17/06/25	Student council
18/06/25	Student council
25/06/25	Parent forum
30/06/25	New classes begin
08/07/25	New class parents' evening
17/07/25	Sedgifest
18/07/25	Last day of term 1.20pm finish
21/07/25	Teacher training day
22/07/25	Teacher training day

2. The site



3. The school day

8.30am	Arrive at school, no earlier than 8.30am	
8.40am	Registration / Tutor time	
8.50am – 9.40am	Lesson 1	
9.40am – 10.30am	Lesson 2	
10.30am – 10.50am	Break	
10.50am – 11.40am	Lesson 3	
11.40am – 12.30am	Lesson 4	
12.30pm – 1.10pm	Lunch (1 st sitting 12.30, 2 nd sitting 12.40)	
1.10pm – 1.20pm	Tutor time	
1.20pm – 2.10pm	Lesson 5	Friday only – Enrichment
2.10pm – 3.00pm	Lesson 6	Friday only - Enrichment
3.00pm – 3.15pm	Tutor Time	Friday only - Enrichment

4. Tutor Groups and Staff team

When you start at Sedgemoor Manor you will be assigned a tutor.

This person is important to you, and they are the main link between your school life and your home life.





Your tutor is the person you can go to if you have any problems (although all staff can and will help you).

















This is also the person that will regularly talk to your parents/guardians to update them on your weekly progress at school.

It may take some time to build a relationship with your tutor and that is okay. No one expects you to trust them straight away.




You will have three sessions each day with your tutor.




Tutor Groups





Merlins			
			
Jo Milner Tutor	Michelle Wilthsire LSA	Hannah Coombes LSA	Harley Wilkinson LSA




Eagles					
					
Hannah Robertson Tutor	Charlotte Cockle LSA	Leanne Gower LSA	Amy Broadley LSA	Robin Boyd LSA	
Falcons					
					
Claire Seales Tutor	Gabi Underhill LSA				
Harriers					
					
Theresa Avery Tutor	Casey Lewis LSA	Millie Pope LSA			
Kites					
					
Imogen Brewster-Malykh Tutor	Samuel Morris LSA	Louise Prewett LSA			
Snowy Owls					
					
Kim Davies Tutor	Natalie Carson LSA	Abi Smerdon LSA			

Tawny Owls	
	
Steve Davies Tutor	Kerri Parson LSA







Mountain Buzzards		
		
Nick Creaser Tutor	Sara Bailey LSA	Summer Monckton- Rickett LSA




Forest Buzzards		
		
Sarah Gal- Jones Tutor	Zoe Sargent LSA	Kate Turner LSA





Uplands Buzzards			
			
Lucy Lee Tutor	Heather Osman Tutor	Shannon Edwards LSA	Nicole Shaw LSA










Hawks			
			
Nicola Baldegger Tutor	Hannah Jackson LSA	Francesca Booth LSA	

Ospreys			
			
Natalie Tett Tutor	Stacey Herbert LSA	Sally Robinson LSA	Sarah Duckett LSA





Condors					
					
Milly Bailey Tutor	Lee Palmer Tutor	Emily Fairchild LSA	Liz Smith LSA	Amber Keirle LSA	Leah Abdy LSA

Kestrels		
		
Emma Johnson Tutor	Clare Constance LSA	Lauren Lang LSA

Sixth Form			
			
Katia Burnett Tutor	Charmaine Ward LSA	Jacqui Williams LSA	Lauren Woodrow LSA





Subject Teachers & other support staff					
					
Mike Bendall Science	Sue Ulyott Science	Nicky Maunders Animal care	Helen Bliss Outdoor learning	Nicky Munro Teacher	Su Foxwell Science
					
Debbie James Teacher	George Redman LSA	Trish Rex LSA			














Other staff you will see around school

Senior Leadership Team			
			
Emily Bott Head Teacher	Matt Vincent Deputy Head	Rebecca Sheppard Assistant Head	Sarah Ralph Pastoral Lead

Family Liaison Team		
		
Nicole Wall	Alex Paxton-Piscina	Sarah Hunter-Varadi

Therapy Team				
				
Rachel Dillon SALT	Julia Edmonds SALT	Charlotte Bailey Occupational Therapist	Carli Henderson Occupational Therapist	Sarah Bendall Thrive Lead
				
Lizzy Foster Nurture	Sarah Morris Therapy Assistant	Josh Mousley Therapy Assistant/ELSA	Sarah Filder Therapy Assistant	Russell Webb Mindfulness and Music Teacher
				
Amanda Street Interventions Lead				

Office Staff			
			
Jane Hand Senior Admin	Claire Bendall Admin Assistant	Kirsty Atwell Admin Assistant	Lauren Owen Admin Assistant

Site Team & Housekeeping Team				
				
Barry Atwell Maintenance	Tim Horley Maintenance	Thistle Atwell Maintenance	Marc Ball Gardener	
				
Lou Kybert Catering Manager	Nancy Boobyer Assistant Caterer	Mariana Choin Assistant Caterer	Viktorija Bertasiene Assistant Caterer	
				
Mel Bale Head Housekeeper	Amy Puddy Housekeeper	Fumi Hashimoto-Vizi Housekeeper	Sharon Puddy Housekeeper	Yvonne Fisher Housekeeper

5. Around the School



6. Uniform

Polo shirts

Child: £13.95

Adult: £16.95

Printed or embroidered logo



Bottle Green



Burgundy



Royal Blue

Hoodies

Child: £17.50

Adult: £21.50 Printed or embroidered logo

Bottle Green



Burgundy



Royal Blue



Fleece jackets

Child: £18.50

Adult: £22.50

Embroidered logo only

Bottle Green

Burgundy

Royal Blue



Zip-up hoodies:

Child: £19.50

Adult: £23.50 Printed or embroidered logo



Bottle Green



Royal Blue

T-shirts:

Child: £14.95

Adult: £14.95 Printed or embroidered logo



Bottle Green



Burgundy



Royal Blue



White

This is our school logo:



All items can have the school logo on them.

You can choose an embroidered logo or a printed logo. The embroidered type lasts longer but printed is more comfortable for people who are sensitive to textures. The default logo colour is light grey, but you can choose a different colour if you prefer.



7. School Meals

Sedgemoor Manor School throughout the day.

All meals are served in the dining can eat where you feel

There is a 2-week plan consisting which changes with the seasons.

There is always a vegetarian available at break times.

We can also cater for any dietary needs you may have, such as allergies, religious beliefs or medical needs.

Please note we are a nut free site.



provides meals for you

hall by the catering staff. You comfortable.

of a varied balanced diet

option and fruit/other snacks

Example menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Pasta Bar Tuna & Sweetcorn or Cheese and Tomato	Chicken Korma Served with Rice and Nam	Pasty Served with Mash, Seasonal Veg & Gravy	Meatballs Served with Spaghetti Spicy Tom Sauce	Fish and Chips Served with Peas or Beans
Pasta Bar Cheese and Tomato	Vegetable Korma Served with Rice and Nam	Vegetable Pasty Served with Mash, Seasonal Veg & Gravy	Meat-free Meat Balls Served with Rice Spicy Tom Sauce	Fishless Fish/Fish-Fingers or Veggie Sausages and Chips Served with Peas or Beans
Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo
Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Icecream or Lolly Yogurt, Jelly or Fresh Fruit	Fruit Crumble Served with Custard Yogurt, Jelly or Fresh Fruit	Rice Pudding Yogurt, Jelly or Fresh Fruit	Sponge Cake Served with Custard Yogurt, Jelly or Fresh Fruit	Cookie Yogurt, Jelly or Fresh Fruit

WEEK ONE

Monday	Tuesday	Wednesday	Thursday	Friday
Sausage Roll Served with Wedges and Baked Beans	Lasagne Served with Sweetcorn and Garlic Bread	Roast Dinner Served with Roasties or New Potatoes, Yorkshire, Seasonal Veg & Gravy	Cottage Pie Served with Seasonal Veg And Gravy	Fish and Chips Served with Peas or Beans
Veggie Sausage Roll Served with Wedges and Baked Beans	Veg Lasagne Served with Sweetcorn and Garlic Bread	Roast Dinner (Vegetarian) Served with Roasties or New Potatoes, Yorkshire, Seasonal Veg & Gravy	Veg Cottage Pie Served with Seasonal Veg And Gravy	Fishless Fish/Fish-Fingers or Veggie Sausages and Chips Served with Peas or Beans
Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo	Jacket Potato with a choice of Beans, Cheese and Tuna Mayo
Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo	Baguette with a choice of Ham, Cheese and Tuna Mayo
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Icecream or Lolly Yogurt, Jelly or Fresh Fruit	Fruit Crumble Served with Custard Yogurt, Jelly or Fresh Fruit	Rice Pudding Yogurt, Jelly or Fresh Fruit	Sponge Cake Served with Custard Yogurt, Jelly or Fresh Fruit	Cookie Yogurt, Jelly or Fresh Fruit

WEEK TWO

8. What to bring to school & what must not be brought to school



You can bring stationery, but we do supply this.



Wellies or suitable footwear for animal care. You can leave these at school if that is helpful.



Transitional objects, for example a fidget toy or calming item.



Sports kit: you can wear your own or choose the school option from the uniform shop. You don't have to get changed for PE if you don't want to.



Swimming kit



Water bottle



Mobile phones

Whilst at school phones will need to be kept away. We understand that many young people who are anxious about being away from home will gain comfort having a phone with them. If an adult sees a young person using a phone, they will be asked to put it away. No young person should use their phone to video / take photographs while at school. This is keeping in line with the government legislation, *Keeping Children Safe in Education 2024*. *If you feel you need your mobile phone at school, please talk to us as we have alternatives we can help with, such as MP3 players.*

What you must not bring with you



Alcohol – Sedgemoor Manor School has a strict policy on alcohol. Even if you are 18 years old or over, you will not be allowed

to bring alcohol onto the premises.

Illegal Drugs – Sedgemoor Manor School operates a zero-tolerance policy to any illegal drugs or substances; this includes Legal Highs. Any drugs found on the premises will be handed into the local police station.

Fireworks – Students will not be permitted to have fireworks.

Knives or Offensive/Dangerous Weapons – In the interest of keeping everybody safe, the possession of knives and/or offensive/dangerous weapons, or anything that may constitute a weapon, is strictly prohibited. Imitation weapons are also prohibited. Anything perceived to be an offensive weapon will be handed into the local police station.

Obscene material – To avoid offending anybody we do not allow obscene material to be brought to the school or viewed on electronic devices. This includes, for example, racist, sexist, homophobic, violent, extremist and/or pornographic images and/or videos.

Energy drinks and fizzy drinks – In the interest of students' health and wellbeing, we do not allow energy drinks or fizzy drinks to be consumed or stored on Aspris Sedgemoor Manor site.

The possession or use of any of the above is against Sedgemoor Manor Schools Code of Conduct and is therefore subject to disciplinary procedures. Any such items will be confiscated immediately.

Nut products – Please note we are a nut free site and therefore nut products are not allowed.

Laser pens – No laser pens are permitted on site.

Lighters / matches – Lighters and matches are not permitted on site.

Non-age appropriate DVDs – DVDs and downloaded films which are not age appropriate must not be brought on to site.

Cigarettes / tobacco, vapes, e-cigarettes – must not be brought on site by students of any age including those in Sixth Form.

9. Friendships & Bullying

We want you to develop friendships with other students whilst you're at school.

Friendships can be really fun, but at times you might find them hard, and you may have disagreements with your friends. This is a normal part of life and sometimes you may be able to sort things out and be friends again, we can help you with this if you need us to. Sometimes friendships end and at those times we will help you to be alongside each other peacefully in lessons and around the school.

There are the adults who will help you with friendships if you need it.

Lunch Clubs: There are special interest groups that happen at lunchtime. You can attend or if you want to you can start your own.



At Sedgemoor Manor School we have a zero-tolerance policy on bullying.

The main types of bullying are:

Physical bullying

Verbal bullying

Emotional bullying

Racist bullying

Sexual bullying

Cyberbullying

Bullying is not acceptable. If you are being bullied, please tell a member of staff or report to our Safeguarding Leads, or our Family Liaison Officer, Nicole Wall.

10. Fire Procedures

Sometimes the fire alarms at school may sound.

Our fire alarms are a continuous ringing sound.

This may be just a fire drill but could also be a real emergency. Never assume it's a fire drill; always treat it as an emergency.

In order to keep safe, you must follow the fire evacuation procedure as set out below...

- *On hearing the fire alarm, walk quickly and quietly to the nearest fire exit.*
 - *Leave the building immediately and **DO NOT** stop to collect any personal items.*
 - ***DO NOT** go back into the building.*
 - *You need to go to the football goal at the back of Mark House unless told otherwise.*
 - *Line up in your tutor groups and wait in silence for the register to be taken.*
-
- *Answer your name during the roll call which is done by a member of staff.*
 - *Wait until a member of staff tells you that it is safe to re-enter the building.*

11. Equality & Diversity

Equality and Respect

At Sedgemoor Manor School we expect all students and staff to hold each other in the highest of regard, showing respect for themselves, each other and the environment.

Your needs

If you have special requirements and you do not feel that they are being met, please tell us. We will make arrangements for your cultural, religious and physical needs to be met.

Student Council Reps

Student Council Representatives will be elected by students from each Tutor Group. We hope that you put yourself forward for this position. Student Council Representatives have very important roles.

1. A school council is a group of students who are elected to represent the views of all pupils and to improve their school.
2. The school council meets - with a teacher present - to discuss and sort out ideas or views on key discussion. These may include school lunches or ideas for fundraising events.
3. Members of the school council can be responsible for carrying out the ideas that have been agreed, such as planning events, writing newspaper articles, or meeting with catering staff. Their views are acted upon by SLT.
4. Your tutor will ask for a volunteer to represent your class in the council. If there is more than one volunteer, each candidate will prepare a short speech explaining why they are the best person for the job. Students will listen to the speeches and then vote for who they would like to represent them.

12. Complaints Procedure

It is normal that at times we will all experience things that will upset us and make us feel unhappy. Sometimes this is just part of life and we have to accept that we do not control certain elements of our lives.

If you feel strongly affected by something you are unhappy about, you do have the right to complain and there are different ways that you can do this.

- Initially you can talk to your tutor or any member of staff and they will help you.
- If you want to make this more official you can fill out a complaints form – you can ask your tutor or reception.
- You will get a letter to acknowledge your complaint and another one to conclude the investigation into your complaint. This will give you any outcomes and information relating to it.

13. Student Conduct

In an inclusive community like Sedgemoor Manor School where people work closely together, there is an expectation that you will behave responsibly and considerately towards others.

Part of your commitment to being a student here is that you agree to work within the guidelines and rules that we have. These guidelines and rules are intended to make working together easier and fair.

Staff and students are expected to:

- Have unconditional positive regard for others.
- Respect one another's views, wishes and preferences.

At Sedgemoor Manor School we do not accept:

- Racist, sexist or homophobic language.
- Threatening behavior.
- Willful damage to property.
- Alcohol, drugs and other prohibited items.

At Sedgemoor Manor School we aim to:

- Recognise and value the uniqueness of each individual by providing learning opportunities, which enable everyone no matter the scale of their difficulties or disabilities to achieve to their full potential.
- Ensure that no individual or group receives less favourable treatment as a consequence of his or her disability, gender, sexual orientation, age, colour, ethnic origin, culture and religious beliefs.

It is our belief that young people respond to rewards and praise rather than sanctions and disapproval, so we emphasise the former, whilst still ensuring that young people are made aware of behavior which is not acceptable.

We encourage and welcome feedback, both positive and negative. If you wish to make a complaint you can do this verbally or in a written letter to any member of staff.

You will be encouraged to regularly talk about your experiences within Sedgemoor Manor School and make comments about how things can be improved. If you make any suggestion or express dissatisfaction, staff will take this seriously.

In respecting your right to complain we acknowledge that you may wish to make your complaint directly to an outside agency. We have therefore provided some useful phone numbers below.

Childline	0800 1111
Race Equality	0207 939 0000
NSPCC	0800 800 5000
Ofsted	0845 601 4772
Family Contact point / Social Care	01793 466903
Somerset Police	101
National Youth Advocacy Service	0800616 101

How do I request the personal details that you hold? - Under the Data Protection Act 2018, you have the right to see and receive a copy of any personal information we are holding about you.

You may apply in writing to the Head Teacher, Emily Bott.