



Space Studio West London
an Aspirations Academy

PARENT / CARER HANDBOOK

2023-2024

A NOTE FROM THE EXECUTIVE PRINCIPAL AND PRINCIPAL

Dear Parent/Carer,

At Space Studio West London we are committed to supporting and challenging all students to fulfil ambitious goals. We have the highest expectations in terms of uniform, behaviour and mutual respect.

It is our ambition to ensure that all students at the school enjoy the benefits of an exciting and engaging curriculum, excellent teaching and learning, calm and purposeful behaviour in lessons and a creative and interesting range of further opportunities that broaden their experiences. We aim to ensure that they understand better the very dynamic and rapidly changing world in which we live today. Young people need to be better qualified and more confident and articulate than ever before as the competition for jobs, college, sixth form and university places becomes increasingly tough. Our singular aim is that the students leave the school well placed to be very successful in their future careers with high levels of self-esteem, confidence and the qualifications and skills necessary to thrive in a very competitive world.

The future at Space Studio West London is exciting and the students' potential for excellence is without bounds. It is a pleasure to welcome you to the school.

The aims of Space Studio West London are detailed below:

Space Studio West London will encourage learning by:

Ensuring that our school is a safe, friendly and courteous community
Providing a range of opportunities that ensure the maximum development of our intellectual, practical and physical potential
Provide for the spiritual, cultural, social and moral development of all.
Focus our teaching on the needs of the individual

Space Studio West London will encourage achievement by:

Providing support and challenge for the raising of expectations
Promoting, measuring and celebrating success in its many forms
Continually monitor and enhance the quality of education that our school has to offer

Space Studio West London will work together to:

Recognise the worth of each individual
Seek the active involvement of all connected with the school and its future development
Demonstrate our shared values in the way that we work with, and behave towards, each other

This is a unique year for all of us at Space Studio West London, the start of an exciting new venture. Being a pioneer can sometimes be daunting but by supporting each other we will learn together and succeed together to create an outstanding learning environment.

Yours Faithfully



Andrew Morgan

TYPICAL SCHOOL DAY

Registration	8:30 – 9:00
Learning Block 1	9:05 - 11.05
Learning Block 2	11.05 - 13.10
Learning Block 3	13.10 - 15.00
Learning Block 4	15.00 - 16.00 *

Each year group has a 30 minute Lunch Break and two 15 min breaks during each day.

*Tutoring, mentoring, extracurricular sessions and students can also use this time to complete Independent Study.

ATTENDANCE

If your child is going to be absent from the school due to illness, **you are required to ring the school before 8.30am** to report the absence. **This must be done daily.** Please contact the school office, state your child's full name and reason for absence.

School office: 0203 696 8140 / office@spacestudiowestlondon.org

On their return to school students must bring a written letter from home explaining their absence. Please ensure this letter clearly states the name and tutor group of the child as we are required to keep a copy on the student's file.

Holiday requests during term time

Absence during term time as a result of holidays interrupts the continuity of teaching and learning and disrupts the educational progress of students. The school's policy does **not** authorise holidays during term time. Parents/carers should, therefore, avoid booking holidays during term time.

ANTI-BULLYING POLICY

Space Studio West London is committed to providing a caring and safe environment for all students so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable in our School. If bullying does occur, all students should feel able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff.

What is bullying?

Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

The full policy is available on the school website: <https://www.spacestudiowestlondon.org/>

ATTENDANCE / REGISTRATION PROCEDURES

Please do not arrive at school earlier than 8:00am and not later than 8:25am.

Every child has the right to access the education to which he/she is entitled. Attendance is mandatory at all lessons unless otherwise agreed and also enables the school to exercise a duty of care. Students cannot learn and progress if they are not at the school. Non-attendance at schools is one of the biggest causes of underachievement in young people.

Parents/carers, students and staff share responsibility for ensuring that attendance is excellent at the school and that unauthorised absence is minimised. It is also recognised that attendance is a legal requisite and that parents/carers hold the ultimate responsibility. To this end the school will pursue every avenue including a legal route if parents/carers do not actively ensure that their child attends.

Registers close at 9am. If your child has not been registered by this time you will be contacted by a member of staff advising you that your child has not registered and will be marked as absent without reason.

School staff will meet with parents/carers to devise support plans if poor punctuality is a problem.

If a student arrives late for a lesson then the teacher will record this.

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and disrupt learning. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

CATERING

Our catering facilities are provided by Edwards & Ward Ltd, who work very closely with the Leadership Team at the school to ensure healthy, nutritious food is available for students. The food provided is of an excellent standard, with snacks and main meals available every day. The healthy main meal is of excellent value at £2.30 approximately to be confirmed in September (meal including pudding) and is accompanied by fresh vegetables, salad and/or bread. If you would like to see a sample menu please contact the Catering Manager of Edwards & Ward Ltd on 0208 917 0991, who will send a copy to you.

CLASSROOM EXPECTATIONS

Students may not wear outdoor clothing in the Academy building

Students may not eat or drink in class (apart from water) unless in the 10 minute break

Chewing gum is **NOT** allowed in the school

Classrooms should be left tidy and ready for the next lesson

COMMUNICATION BETWEEN HOME AND THE SCHOOL

The mentor for your son/daughter should be your main point of contact. If the mentor is unable to resolve any matters for you it will be passed to the Vice Principal.

Whilst the Principal understands that parents/carers wish to correspond with him personally, he will refer matters to the appropriate level for it to be dealt with. Thank you for your support in ensuring that the communication systems are as effective as possible.

In cases of emergency or when information needs to be passed to parents/carers urgently, we will contact you as soon as possible; therefore we ask that all parents/carers keep us up to date with current mobile phone numbers and e-mail addresses.

COMPLAINTS PROCEDURE

If you have a concern or complaint and wish to speak to a member of staff about it, please contact them to arrange a mutually convenient appointment. You can do this through Reception or by e-mail to the member of staff. You should not come into the school and ask to see a member of staff immediately – staff can be seen by appointment only.

CYCLING TO THE SCHOOL

If students choose to cycle they should wear a cycle helmet. In winter they should also wear reflective clothing and ensure that they have working lights. Their bikes should always be in roadworthy condition with working brakes etc. Students must obey the rules of the road – and may not give lifts to their friends on their bikes or cycle on the pavement.

Bikes must be left in the bicycle shed and must be securely locked. Every effort is taken to ensure the safety of bikes left on site during the school day, but no responsibility can be taken for any damage, howsoever caused.

DETENTION AND THE 'ON CALL' SYSTEM

Detentions

Detentions in the typical sense will not be set at Space Studio West London due to the later finish of the school. Students will be sanctioned for inappropriate behaviour and this will often be the removal of privileges, restorative meetings and behaviour contracts set.

Each period and each break/lunchtime will have a Leadership Team member on duty. The duty person will investigate any reported incidents.

Staff responsibilities for record keeping

Often a behavioural incident is very clear cut in terms of the sanction to be given to a student. However, there are some incidents in which a thorough investigation is needed, including allowing the student to give his/her version of the events, seeking any **witness statements**, filling out a **serious incident sheet** and considering any evidence of provocation (racial, sexual or otherwise).

EMERGENCY SCHOOL CLOSURES

In situations where the school has to close unexpectedly, for instance through extreme weather conditions, parents/carers will receive a text alert and the website will be kept up to date with information.

Please ensure we have a working mobile number and email address for you.

The Examination Officer is Mr. Booth to whom queries regarding examinations should be made.

Examination Boards can be contacted on:

AQA: www.aqa.org.uk

EDEXCEL: www.edexcel.com

OCR: www.ocr.org.uk

WJEC: www.wjec.co.uk

CIE: www.cie.org.uk

FREE SCHOOL MEALS

Children whose parents/carers are in receipt of the following support payments are entitled to free school meals:

- Income Support
- Jobseeker's Allowance (income based)
- An Income-Related Employment and Support Allowance
- Child Tax Credit (provided you are not receiving Working Tax Credit) and the household has an annual taxable income, as assessed by the Inland Revenue, of less than £16,190 from 6 April 2011
- Guaranteed element of State Pension Credit
- Financial support, in accordance with the Immigration and Asylum Act 1999, from the National Asylum Support Service (NASS) or the Council's Asylum and Resettlement Team – please provide a letter from NASS

Application forms are available online.

GOVERNING BODY / SCHOOL TRUST

Please see the SSWL website:

<https://www.spacestudiowestlondon.org/about-us/our-values/>

HOMEWORK

Space Studio West London does not set homework. This is because: The School has a longer day that incorporates project work, independent study and enrichment time. We do this because:

- It helps develop good work habits and study skills
- It develops the ability to work independently and within a team
- It allows students to consolidate and extend work begun with the teacher
- It helps to develop self-motivation and self-discipline

HOME SCHOOL AGREEMENT

Please see the SSWL website:

<http://www.spacestudiowestlondon.org/about-us/documents/policies-documents/>

ISOLATION ROOM

Students are placed into The Isolation Room when, in the rare event of a serious incident, a student is under investigation following a serious incident; there is a uniform infringement or a student needs to write a statement following a serious incident.

LOST PROPERTY

This is kept by Reception and disposed of at the end of each term. Students are given the opportunity to claim items at the end of term. Items not claimed are given to charity for recycling.

MAKING APPOINTMENTS TO SEE STAFF

Our staff are always happy to meet with parents/carers to discuss their child's progress, or any concerns they have. Appointments can be made at a mutually convenient time.

All staff can be contacted by e-mail – their e-mail address is made up of their first initial and surname **e.g. isurname@spacestudiowestlondon.org**

We respectfully remind you that you should not come into the school without an appointment and expect to see a member of staff.

Staff will not tolerate abusive phone calls or conversations and will not accept swearing/insults/threatening language or aggression. Parents/carers/visitors behaving in an abusive manner will have their meeting or conversation terminated and will be asked to leave the school site. Abusive telephone calls will be terminated.

MEDICAL CONCERNS

If a student becomes unwell or is injured in the school they should go straight to the school office in the main building. If they are too unwell to remain in the school, a phone call will be made asking a parent/carer to collect them as soon as possible.

Some students may want to use their mobile phone to contact a parent/carer if they feel unwell, without first going to the school office. Should your child phone or text you, please tell them to go to the school office. Please **DO NOT** come to collect them, as this could lead to a situation where the school is unaware of the whereabouts of a student, or that an unwell student is wandering the school site alone. We would appreciate your cooperation with this.

MEDICATION FOR STUDENTS

Students with medical needs who require prescribed medication must give the medication and a letter of consent from the parent/carer to the Office. This includes Paracetamol or allergy/ hay fever medication. Students must not carry medication on them (the exception is inhalers for Asthma and EpiPens, which they should carry at all times).

First Aid cover is provided in the school all day.

MOBILE PHONE USE IN THE SCHOOL

Mobile phones are allowed on site if used for educational business.

If a student is found not to be using their phone in an appropriate manner then this privilege will be removed. The decision of the school on this matter is final.

The school does not accept liability for the loss/damage of any personal equipment whilst on the school premises.

PARENTS EVENTS

Details are available on the calendar on the website

<http://www.spacestudiowestlondon.org/important-dates/>

PERSONAL PROPERTY AND EQUIPMENT

Please ensure that personal property (uniform, PE kit, writing equipment, books etc) is **CLEARLY** marked with your child's name.

The following items are **NOT** to be brought into the school: chewing gum, pocket knives, fireworks, cigarettes/electronic cigarettes/ matches/lighters and anything considered dangerous.

We would ask that the following items are brought into the school every day:

- At least 2 black or blue pens, a pencil, sharpener and rubber
- A ruler at least 15 cm long, protractor, compasses and glue stick
- Coloured pencils
- A scientific calculator

POLICY DOCUMENTS

Policy Documents can be found on the school website or they can be obtained from Mrs Fernandes either by e-mail: dfernandes@spacestudiowestlondon.org or telephone (0203 696 8140).

<https://www.spacestudiowestlondon.org/about-us/documents/policies-documents/>

SAFEGUARDING

The school safeguarding policy is available on the School website. Our Student Support Manager, Mrs Fernandes, can be contacted by email **dfernandes@spacestudiowestlondon.org** if you have any safeguarding concerns.

STAFF AT SPACE STUDIO WEST LONDON

Please see SSWL website:

<https://www.spacestudiowestlondon.org/contact-us/>

UNIFORM AND APPEARANCE

Please see the SSWL website:

<http://www.spacestudiowestlondon.org/about-us/documents/policies-documents/>

WEBSITE

The school website is updated regularly with news and events and also contains lots of useful information. Please check regularly to keep up to date with what is happening in the school.

www.spacestudiowestlondon.org

YOUNG CARERS

Young Carers are supported in the school – if your child is caring for someone at home or in the immediate family please let Mrs Fernandes know dfernandes@spacestudiowestlondon.org.