



Hellesdon High School Working Arrangements for Norfolk Children in Care and Previously in Care 2022/2023

Pre entry recruitment and identification

Hellesdon High School encourages applications from children in care and care leavers:

- there is a section on the website and information in the course guide.
- A number of open days are offered throughout the year and staff are available to provide information and advice to children in care and care leavers.
- The school works closely with the Norfolk Virtual School and is always happy to meet with individual young people who would like further information.

Full details about courses on offer is available on the school's website: <https://www.wensumtrust.org.uk/hellesdonhigh/sixth-form> Applications for courses are made online via Hellesdon's school website.

Children in care and care leavers are encouraged to declare their status at application so that the relevant support can be put in place and arrangements can be made to ensure a smooth transition from main school to sixth form. All young people are invited for an interview with the Sixth Form Team to check their suitability for a course, those that do not meet the entry requirements are provided with IAG to find an alternative course.

The Sixth Form Team provides information about support (emotional, pastoral and course related), financial help and travelling to and from Sixth Form. In addition, the Sixth Form works closely with the Virtual School to ensure that all children in and care leavers are identified early so that relevant support can be put in place for the young person.

Young people with SEN and EHCPs are identified at application and are assessed by the SEN team. Individual support plans are created and shared with their course team so that the young person is well supported during their course.



Enrolment and transition

All children in care and care leavers that have been offered a place on a course at Hellesdon Sixth Form take an active part in Sixth Form Induction in June. Induction provides the young person with the opportunity to meet their teachers and others on their course and get information about travelling to Sixth Form, equipment needed for the course and details about financial support, including the Post-16 bursary.

In addition, 1:1 tours and appointments are available on request.

Applications for financial support (including the Post 16 bursary) are made via the 16-19 Bursary Application Form. This is available from the Study Centre Supervisor or on the website (<https://www.wensumtrust.org.uk/hellesdonhigh/sixth-form/16-19-bursary>)

The first ½ term at Hellesdon Sixth Form gives the young person the opportunity to settle into sixth form life. During this time, young people are provided with information about support available to them and given the opportunity to meet their Personal Tutor, who will support them during their time at Hellesdon. During the first six weeks of term those that are not enjoying their course are encouraged to transfer to another area, rather than withdrawing from education.

Letters for DWP are available from the student's faculty administrator.



On a course support

Hellesdon Sixth Form offers all children in care and care leavers the following support to help them succeed on their course and reach their full potential:

- Information, advice and guidance about courses, progression, transport, and financial support to help find the right course for them and ensure that they have all the information they need to start sixth form. Tours are available on request.
- A designated Personal Tutor that will support them during their time at sixth form. They will work closely with the young person, their subject teachers Head of Year and social worker/personal advisor to monitor their progress and help them to succeed on their course. They will offer support and advice about any problems faced and work with the young person to overcome these, listen to their views and complete their termly PEP.
- Individual advice will be available to them about careers and progression.
- Regular 1-2-1 meetings with HoY and Learning Mentor as required
- Help will be available with study skills (time management, essay writing, research, etc.) from our Sixth Form Learning Mentor.
- Financial support to help with the cost of travel, equipment, and kit costs.
- Post 16 bursary to help them with the costs of being in education.
- A free meal each day that they are in sixth form.
- Support to manage and overcome mental health issues from our Pastoral Officer.
- The HoY, and other relevant staff, will actively engage with the PEP process and engage with relevant CPD offered by the Virtual School.
- We offer a supportive curriculum where, after discussion with HoY/student/subject lead and carers an individual's qualification package maybe reassessed in order to ensure students do not 'drop out' completely.
- One of the HoY has personal knowledge of the Foster Care system as they are a registered foster carer. This brings a wealth of knowledge around challenges faced by LAC students, as well as access to information via newsletters/websites.



Personal Education Plans (PEPs)

All Norfolk children in care and care leavers are required to have a PEP meeting once a term up until the academic year in which they turn 18.

The PEP meeting will take place with the college designated teacher/person (or a member of the student support team) and the social worker/personal advisor.

Details of who the young person's social worker/personal advisor can be found on the Welfare Call (the PEP recording tool) or can be requested by contacting the Norfolk Virtual School PEP manager julie.steward@norfolk.gov.uk

PEPs need to be completed and signed off by the designated teacher/person **within 10 days** of the PEP meeting taking place with all relevant sections completed by the designated Teacher.

Guidance on completing Norfolk Post 16 PEPs has been shared with the designated teacher/person and can be downloaded from the training section of our website: [Virtual school for children in care and previously in care - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/virtual-school-for-children-in-care-and-previously-in-care-schools)

Our Bitesize Guide to completing Post 16 PEPs can be found here: [A Guide to Post 16 Personal Education Plans \(PEPs\) - YouTube](#)

Reporting Exam Results

The Virtual School will contact Hellesdon Sixth Form via the Designated Teacher and/or exams officer to collect exam results for our Norfolk children in care and care leavers.

Results will be submitted to the Virtual School by mid-September.

Qualifications will also be recorded on the PEP record.



Higher Aspirations Scheme

The Virtual School is signed up to the **Norfolk Higher Aspiration Scheme** which gives post-16 students access to a wide range of inspiring live and on-line events focused on a huge range of different career options. The scheme works closely with a wide range of Higher Education providers locally and nationally as well as with key widening participation organisations.

Students and their designated teachers will receive a fortnightly e-bulletin outlining all of the upcoming opportunities and events and each September all Year 12 and Year 13 students will be encouraged to register independently to receive the e-bulletin directly.

We ask that the DT actively encourages our Norfolk care experienced learners to sign up to the HAS scheme and encourage them to get involved with the many opportunities on offer to them through the scheme.

Retention and Progression

Students are expected to achieve 90+% attendance on their course and the Post 16 bursary payments are dependent on this. Hellesdon Sixth Form monitors attendance and progress of all children in care/care leavers closely; any concerns are reported to the virtual school/social worker or Personal Advisor immediately. Progress is monitored by progress reviews within Sixth Form on a termly basis and PEPs are completed for those in year 12 and 13.

Those students not meeting the required standards of work/behaviour are monitored closely and the required interventions are put in place. For young people who are not meeting our behaviour expectations Hellesdon will seek to address concerns early and will follow our behaviour policy. This will include contacting the young person's social worker or personal advisor in the first instance and arranging a PEP or professionals meeting where appropriate, to which the Virtual School will be invited. The Sixth Form works closely with the virtual school and social workers for those that become NEET and individual IAG sessions are available to help re-engage young people.



Students are put in touch with the Life & Learning (Student Life) Student Services at the UEA. The UEA offered a bursary of £2,500 and a peer support group.

Safeguarding Processes. Please reference relevant policies, which can be attached to the end of this document.

Please refer to website

**What provision does college offer for unaccompanied asylum-seeking children? What ESOL support does the college have?
What does college offer EAL learners?**

All UASC are allocated a student advisor, who will support them during their time at Hellesdon, they monitor progress and work with the social worker/personal advisor and Laura Abbro (laura.abbro@norfolk.gov.uk) the Norfolk Virtual School UASC Advisor to overcome any issues the young person is experiencing. Young people are eligible for financial support to help with the costs associated with college (e.g. travel, meals and equipment. Full details are available from the student advisor.

Communication. Which team or person would be the main contact point within college for those supporting children in care/care leavers and what would be the best way of maintaining contact?

Designated Persons (Sixth Form)

Y12

Name: V English

Phone: 01603 254344

E Mail: venglish9brq@nsix.org.uk

Y13:

Name: E Kelleway



Norfolk Virtual School for
**Children in Care and
Previously in Care**

Phone: 01603 254344

E Mail: ekelleway5nr2@nsix.org.uk

Designated Teacher

Allison McLellan: amclellan89rx@nsix.org.uk

Communication. Which team or person would be the main contact point within college for those supporting children in care/care leavers and what would be the best way of maintaining contact?

Post 16 Virtual School Advisor

Clare Cloves clare.cloves@norfolk.gov.uk 01603 223793

Virtual School USAC Advisor

Laura Abbro laura.abbro@norfolk.gov.uk 01603 303315

Virtual School PEP Manager

Julie Steward julie.steward@norfolk.gov.uk 01603 222414

Learning and Employment Advisor (Post 18)

Jamie Robson jamie.robson@norfolk.gov.uk 01603 306809

The Virtual School CPD offer can be found on our website: [Training - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/training-schools)

These working arrangements between Hellesdon and Norfolk Virtual School were agreed on: 20/7/22

Signed by: Alison McLellan (Designated Teacher, Hellesdon High School)

Signed by: Clare Cloves (Post 16 Advisor, Norfolk Virtual School)