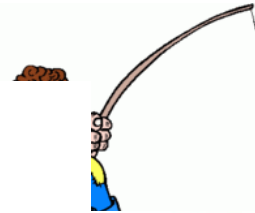
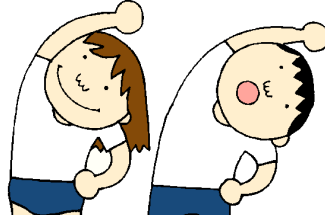


WELCOME TO YOUR



RESIDENTIAL
UNIT



INTRODUCTION

Welcome to the Holly House School Residential Unit

The Holly House Residential Unit is a Trauma Informed, Child Focussed unit based providing OUTSTANDING residential care and after school activities around building positive relationships with young people focussing on the 5 ways to wellbeing and encouraging the young people to “**BE THE BEST YOU CAN BE**” and at all times supporting the mental health and wellbeing of our Young People and their families. We have a professional staff team delivering care packages and therapeutic support through specialised training that could be beneficial to the varying needs of our pupils accessing the unit such as:

- **Lego Therapy**
- **Outreach/ Inreach support**
- **Mental Health and Wellbeing support**
- **A.C.E (Adverse Childhood Experiences)**
- **S.T.E.M**
- **Safeguarding**



We will try to help you learn to Socialise with others and achieve anything you would like to within the school or wider community. We will aim to help all the pupils to become happy, independent people who are one day capable of making a contribution to both society and their community.

This handbook is to help you learn about what the Residential Unit is about. And about some parts of school, it contains important information which will help you.

You can stay after school to enjoy extended day activities or if you use the residential unit to stay overnight you will be allocated a space on one of the two units this will depend on you age when you access the unit

You will eat breakfast and tea on the units with other pupils and the care staff.

We have accommodation for up to 8 pupils per night, which is done between the 4 single rooms and the 4 shared rooms on the two units. We have a TV lounge and kitchen on each unit as well as a Wellbeing area and Lego room on the upstairs unit.

On the lower unit we have XBOX/ Tech Den for gaming, snooker/ pool tables, table football and an electronic reflex test game available as well as access to all the schools other facilities.



Meet the Residential Staff Team

**Mr Richardson
(Head of Care)**



**Mr Smith
(Deputy Head of Care)**



**Mrs Hall
(Residential Child Care Officer)**



**Mr White
(Residential Child Care Officer)**



**Mr Potts
(Residential Child Care Officer)**



ABOUT ME

MY NAME IS:

MY AGE IS:

I LIVE IN:

AT SCHOOL



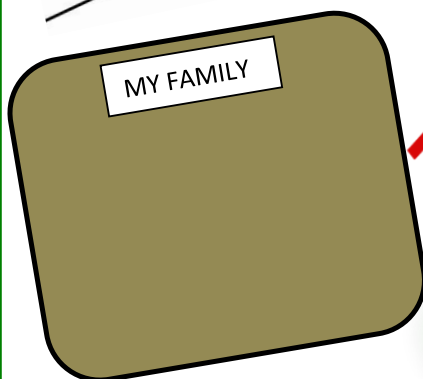
MY FAVORITE SUBJECT IS:

MY BEST FRIEND IS:

MY DREAMS

WHEN I GROW UP I WANT TO BE:

AT HOME



MY FAVORITE FOOD IS:

MY FAVORITE TV SHOW IS:

WHAT I LIKE TO DO AT HOME IS:



AT PLAY

MY FAVORITE ACTIVITY IS:

THINGS I DO WITH MY FRIENDS:

WHAT I ENJOY DOING MOST:

MY PET IS A:

ITS CALLED:



HOLLY HOUSE SCHOOL



Our Unit Philosophy underpins all the words above provided by our young people and what they want to do and achieve whilst with us on their Residential Journey

RESIDENTIAL RULES AND EXPECTATIONS

The Residential unit works alongside school and supports everyone to use the three R's

Respect, Relationships and Responsibility

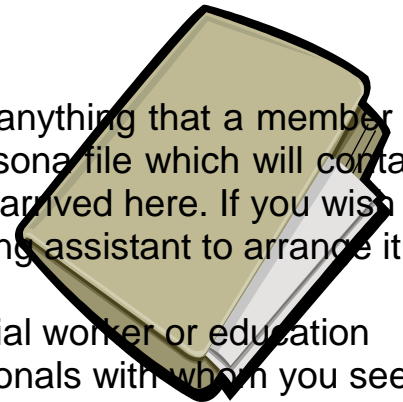
Respect others, build up positive relationships and take responsibility for your actions



ACCESS TO FILES

As a pupil at Holly House School you have the right to read anything that a member of staff writes about you. You will also have access to your personal file which will contain information that Holly House was given about you before you arrived here. If you wish to see your personal file please ask your class teacher or teaching assistant to arrange it

You also have the right to be able to see the file that your social worker or education social worker has about you if you have one of these professionals with whom you see. If you wish to read this then you need to ask your class teacher, teaching assistant, social worker or educational social worker



EQUAL OPPORTUNITIES

We believe that every individual at Holly House School, pupil or staff has the right to be treated with respect and dignity. Individuals will be encouraged to develop their talent and be successful in their endeavours, regardless of their race or gender or cultural background

We strive to help and assist our pupils to respect their ability, race, religion, colour, culture, gender as well as respecting others in their family or in the local community to prepare themselves for life in an ever changing diverse society.

Some of our pupils have in the past suffered from traumatic experiences, either being emotionally, physically or sexually. Therefore, we see it as vitally important to respect each other and treat each other in a caring manner as you would wish to be treated. Within this atmosphere we have found that our pupils are able to make progress quickly and learn to like and respect themselves as well as others.

In order to live in a residential community we have to accept that we need to follow certain **RULES**, have certain **RIGHTS**, and accept certain **RESPONSIBILITIES**

Positive Experiences

The Residential Unit uses rewards system based on the unit theme of “**Pirates**”. All our pupils accessing the residential unit have 3 targets which are all based on:

Achievement, Sociability and Behaviour

All pupils score at different levels as everyone is an individual, you will be scored each day by staff on duty ranging from 0 – 10 points and these are collated at the end of a set period of time and pupils can earn trips according to the number of gold coins they have achieved.

There is a file on the unit with trips available as well as the pupils having the chance to choose something different that interests them and personal to them to try.

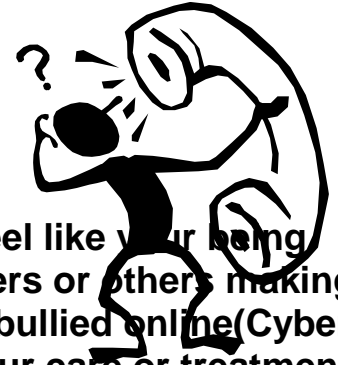


‘Be the Best You Can Be’

HOLLY HOUSE SCHOOL

Pupil / Parent / Carer Guidance

`How to deal with a Complaint`



If you are concerned or anxious about something do you feel like you are being picked on, bullied or called inappropriate names. Are your peers or others making Homophobic (comments about your sexuality) are you being bullied online (Cyber bullying) or wish to make a complaint about any aspect of your care or treatment at Holly House School, you can do the following;

- Discuss the problem / complaint with your Key worker (Residential or Educational), class teacher or teaching assistant.
- Discuss the problem or complaint with the Head Teacher, if he is not available speak to the Deputy Head Teacher or the Head of Care.
- If you feel unable to discuss with any of these then please contact any of the numbers listed below to speak to someone in confidence

Local Authority 01629 580000

Call Derbyshire (Social Care) 01629 533190

OFSTED Contact Number 03001231231

(Children's Rights Commissioner) 08005280731

Independent Person to talk to: Rev Jo Morris 01246 450651

Local Community Vicar

Childline 08001111



SAY IT SPEAK IT SUGGEST IT BOX

If you have any ideas for activities or you have a concern or a complaint you wish to make then fill out the "SAY IT SPEAK IT" forms outside the pool room and your issue will be dealt with confidentially and as quickly as it can be .

I NEED TO
TALK TO
SOMEONE

I NEED TO
TALK TO
SOMEONE

SAY
IT

SPEAK
IT

NEED TO SPEAK TO SOMEONE

THEN FILL OUT A FORM

SAY IT, SPEAK IT, SUGGEST IT

NAME	DATE	ISSUE
Activity Idea	Complaint	Bring Back
Concern	Bring Back	Complaint
Worried about something		

More your way below

Passed on to: 1. **Speak It!** 2. **Speak It!**

Don't forget to fill out the form and put it in the SAY IT, SPEAK IT, SUGGEST IT TREASURE CHEST

SUGGEST
IT



SAY IT, SPEAK IT, SUGGEST IT

NAME	DATE	ISSUE
Activity Idea	Complaint	Bring Back
Concern	Bring Back	Complaint
Worried about something		

More your way below

Passed on to: 1. **Speak It!** 2. **Speak It!**

Don't forget to fill out the form and put it in the SAY IT, SPEAK IT, SUGGEST IT TREASURE CHEST

FORMS

I NEED TO
TALK TO
SOMEONE

I NEED TO
TALK TO
SOMEONE

I NEED TO
TALK TO
SOMEONE

I NEED TO
TALK TO
SOMEONE

School / Residential

Independent Person

Reverend Jo Morris



HOLLY HOUSE PUPILS

IF YOU DON'T FEEL LIKE YOUR BEING LISTENED TO OR YOU FEEL YOU NEED HELP OR
ADVICE WITH ANY ISSUES AT SCHOOL AND YOU WANT TO TALK TO SOMEONE WHO IS
NOT FROM THE SCHOOL AS YOUR '**INDEPENDENT PERSON**' YOU CAN CALL ME FOR
A CHAT OR FOR SOME HELP AND ADVICE ON THE NUMBER BELOW

Rev. JO MORRIS

(LOCAL COMMUNITY VICAR)

Telephone Number: **01246 450651**

Health, Wellbeing and Support

On the Residential unit we offer different types of support from the trained specialist within the staff team.

LEGO THERAPY

To offer support and guidance around sharing, communication, turn taking and problem solving for pupils with a range of special needs



5 WAYS TO WELLBEING



On the residential unit we offer and encourage our Young people to get involved and mix with others socially as well as trying new things without the fear of judgement. We base our evenings on the unit on fun, enjoyment and relationships within the residential community. We want to help you improve your understanding of what is important and base this around the 5 ways to wellbeing.

RAINBOWS

Support group and discussions as well as healing around difficult times for young people such as bereavement, loss, grief or things such as Adverse Childhood experiences for our young people who need extra support at difficult times in their lives

S.T.E.M

A project run by Mr. Smith (Deputy Head of Care)

This is based on Science, Technology, Engineering and Mathematics where pupils who are struggling in school can still access learning but outside in a structured environment that is vocational based. This is learning in a different structured way to being in a classroom environment where some pupils are able to express themselves more in a practical way but still achieving



“Unique learning environment”



BOOST/ OUTREACH SUPPORT

(Brave, Optimistic, Open, Support and Time for yourself)

Offering outreach support and advice within their local areas to help parents/ carers of Holly House Community pupils to **BOOST** their mental health and wellbeing with a view to improving their self-esteem and confidence. Staff arrange visits with the families and make a plan of what would be beneficial to them and their children as well as offering things such as:

- Wellbeing time to talk
- Coffee Mornings
- Open forum chats
- Wellbeing speaker
- Mindfulness
- Online games

With support from Derby and Derbyshire Emotional Health and Wellbeing Team



Emotional Health & Wellbeing



At Holly House we are committed to ensuring the safety and wellbeing of our pupils is paramount, Please be aware when using social media if you are bullied or need help you can report this through





Treat others as you would like to be treated

“RESPECT”


Individuals for who they are



Nobody wants to be the `big bad wolf`

be a Friend Instead

HEALTH AND SAFETY



Fire Evacuation


If you discover a **FIRE**

Immediately raise the alarm and leave the building calmly by the nearest and safest exit. Do **NOT** run and do **NOT** return to the building unless you have been told it is safe to do so

Our Fire Assembly Point is

MAIN SCHOOL GATES

Fire Evacuation Procedure



STAY SAFE

MEALS

Our meals are freshly prepared on the premises and are healthy, nutritious and served at the tables on the two units. It is expected that you will eat your meals in a mannerly fashion and enjoy your meals without excessive noise or interruptions. You will choose your mid-day meal at school registration

Meals either on the residential unit or in the school day are provided from a rota. The meals in the school day are from the main menu provided by the catering department and the residential meals are also provided by the catering department but you will have chance during after meal discussion or at unit meetings to ask for new or different foods you would like to try and these would be presented to the Head of the Catering section for consideration

If you are staying here as a residential pupil your meals will be provided free of charge, if you stay on our extended day programme your tea will also be provided free of charge.

The breakfast and tea-time meals are taken on the residential units. Some of the older pupils are given the opportunity of preparing their own meals (By prior arrangement with the Head / Deputy Head of Care) We often run themed nights where we cook together a meal from a different country or culture and learn about whilst making and eating it.

For breakfast you will have a choice off the menu consisting of cereals, fruit juices, toast with various toppings, cooked breakfasts and tea or coffee

You will be given the options from the menu to choose your meal for tea. There is usually a choice of meals to choose from for you each day all that are wholesome and health options.

You will also have supper before you go to bed. This could consist of cereals, biscuits, toast and various toppings or some baking if some has been done during the day followed by a warm drink i.e. Milk or hot chocolate.



Weekly feedback is given to the catering department and the scores you provide for meals and the feedback and any ideas for future meals that you may wish to try is always considered.

RECORDING AND CHRONOLOGIES

SHIFT PLANNER

The staff plan the evening activities and what is planned is written on the planner sheet as well as a second activity should this be needed for any reason like poor weather.

These sheets also contain meals choices and scores of how you like/ disliked the meal as well as things like times of medication for pupils as well as how you have enjoyed the activity you have taken part in

CHRONOLOGY

At the end of each evening staff will fill out pupil chronologies. These are a summary of how your evening has gone and how you have socialised and behaved etc. Any incidents are recorded briefly but are followed up by separate Incident/ Behaviour sheets if necessary. These chronologies also are read by the education staff who will be with you in the daytime so they have an idea of how you have been after school on Residence

PERSONAL

At Holly House we think it is important for you to have some time and space to yourself, and we try to give you this. Some people will have their own room, but some people may have to share a room on different nights. Room allocation is left to the staff team after discussion as a group but also with input from you of what room you would like if it is available.

Staff and other residents will not go into your room without knocking first.

Staff will only enter your room for the following reasons:

- 1 When written into Care Plan (Night time enuresis)
- 2 Fire / Emergencies
- 3 For the safety of the pupil (Self Harm)
- 4 Oppositional behavior (Criminal damage, Barricading the room)



Staff will only enter the pupil's room after knocking for situations 1 and 3

Staff may need to go into your room to check its tidiness or to put washing in your room when you are not there. They are not allowed to search your room unless there are special circumstances or a specific reason to do so.

- You will be told that a search is to take place and given a last chance to co-operate
- You have the right to be present at a room search, but if you do not want to be, 2 members of staff will carry out the search to make sure it is done with respect to you and your possessions.
- One of the people in charge must give permission for a search to take place.
- Your room will be searched carefully and staff will help tidy any mess.
- Any room search will be recorded in your file

This may all sound terrible but remember room searches hardly ever happen at Holly House. We usually get on well enough with each other here so that searches are not needed.

SOME OF OUR RESIDENTIAL UNIT BEDROOMS



LEISURE ACTIVITIES WE OFFER

Activities and Outings

We have a wide range and variety of activities on offer during the residential hours these take place in the school grounds and off-site



In House Activities

- Pool /Snooker tables
- Television and DVD
- Books
- Cooking / Baking
- Indoor Climbing wall
- Computer games and games consoles
- Board games
- Drawing and Colouring / Painting
- Table Tennis / Cricket / Football

We have a purpose-built sports hall and this we have an indoor climbing wall which you will be given the opportunity to try when trained staff are on site (Outdoor Education Teacher and the Deputy Head of Care as well as one of our Teaching Assistants are all qualified)

- Golf
- Roller Blading
- Ice Skating
- Outdoor cooking
- Football
- Walking
- Mountain Biking
- Outdoor Cinema
- Swimming

We also take out trips throughout the year to visit places such as:

The Zoo and Safari parks

Theme parks

Trips to the coast

Trips to the theatre pantomimes etc.

Football match visits



And at least once a year we try take a group of pupils out on a residential holiday e.g. To the coast, walking holiday or as in the past a boating holiday

ABSCONDING

Residential or Day pupils who leave the school site without permission fall into one of the categories, in terms of how much they are at risk

1. Low Risk

Residents or day pupils who fall into the low risk category are those who know to occasionally take “time out” to calm down and return to the school and those who will always stay around the school buildings and not leave the school site

2. Medium Risk

Residents or day pupils who fall into this category are those who are considered able to make reasonable decisions for themselves once absconded, and will be able to recognise dangers from other people in the area

3. High Risk

Residents or day pupils who fall into this category are those who are considered a serious danger to themselves or others. Also those of you who are vulnerable and unable to make reasonable decisions for yourself

Any pupil who leaves their class group or the residential site without cause to puts themselves at risk.

The staff at the school will look around the school grounds and the local area and once a set amount of time has passed and you have not returned then the school would inform the police and your parents/ carers

General Considerations

Your safety will always be the most important thing. It will also be recognised that you have a right to make decisions about your whereabouts, but choices, alternatives and consequences of your actions will be explained to you wherever possible. We as a staff team are very keen to develop trust, given choices and some responsibility to all our residents wherever possible



“BE THE BEST THAT YOU CAN BE”