

Dinnington Comprehensive School

INTERNAL EXCLUSION UNIT

Information for students and parents

Dinnington Comprehensive School
Internal Exclusion Unit
Applied Learning Centre
Unit 6
Redwood Court
Off Campbell Way
Dinnington
S25 3QT

September 2009

INTERNAL EXCLUSION UNIT

The school's Internal Exclusion Unit (IEU) is based in the Applied Learning Centre at Redwood Court, approximately a 5 minute, 1 mile drive from the main school site.

BACKGROUND

The internal exclusion unit will be used for students who have committed a serious act of misbehaviour and would previously have received a fixed-term exclusion between one and five days. Fixed-term internal isolations will not in every case replace fixed-term exclusions from school and where the school feels that it is appropriate a student may receive a mixed exclusion. With a mixed-exclusion part of the exclusion is a fixed-term exclusion completed out of school but the student will also complete a period of time in the IEU before they return to lessons on the main school site.

DIRECTIONS TO REDWOOD COURT (refer to the map at the back of this booklet)

Students who travel to school by bus:

Students who travel to school by bus should get off their bus in the school's bus park and then make their way straight to Redwood Court via the following pedestrian route. At no stage should a student who is placed at Redwood Court enter the school premises during the period of their internal exclusion unless invited by the Headteacher or a member of the school's Senior Leadership Team acting on behalf of the Headteacher.

Pedestrian route from the main school site:

Remain on the right-hand side footpath at all times from the journey start to arriving at the crossing point to enter Redwood Court.

Leave the bus bay area and exit onto Doe Quarry Lane.

Follow the footpath along the front of the school and past the main school drive.

Remain on the right-hand side footpath and walk past the Rother Valley College campus.

At the end of Doe Quarry Lane turn right onto Outgang Lane and remain on the right-hand side footpath. Opposite will be the shops and 'Squirrel' public house.

Walk straight ahead at the mini roundabout and at the junction follow Outgang Lane to the right in the direction of Wickersley and Rotherham.

As you proceed along the right-hand footpath you will see Manor Drive and Manor Racing to your left. Proceed as far as the bus stop on the right-hand side footpath. Opposite is a footpath to the right of Unit 4 on Redwood Court.

Carefully cross the road at the bus stop and proceed along the footpath.

Turn left at the top of the footpath and proceed to the Dinnington Comprehensive School Applied Learning Centre – Unit 6, Redwood Court. This is the last unit in Redwood Court.

Enter via the front door.

The Internal Exclusion Unit is the first door on the right.

On arrival, report to Ms. Deniff, the Internal Exclusion Manager and Mr. Tandy, the Internal Exclusion Unit Key Worker.

By car from the main school site:

At the end of the school's main drive, turn right onto Doe Quarry Lane.

At the end of the road, turn right onto Outgang Lane.

Straight ahead at the mini roundabout, remaining on Outgang Lane.

At the junction, turn right again to remain on Outgang Lane (B6060), signposted for Wickersley/Rotherham.

Follow the B6060 until you come to the first roundabout (Monksbridge Pub opposite) and take your first left onto Nobel Way.

Take your first left onto Campbell Way and follow the road until you reach the last unit on the left, 6 Redwood Court – Dinnington Comprehensive School Applied Learning Centre.

Parking is available in the car-park to the front of the unit.

By car from Thurcroft, Wickersley, or Rotherham

Proceed along Outgang Lane to the Monksbridge roundabout.

Take the third exit onto Nobel Way.

Take your first left onto Campbell Way and follow the road until you reach the last unit on the left, 6 Redwood Court – Dinnington Comprehensive School Applied Learning Centre.

Parking is available in the car-park to the front of the unit.

DAILY TIMETABLE IN THE IEU

Arrival time:

Students should arrive by **8.50am** and report to the IEU Co-ordinator.

As in mainstream school, students will complete 5 hours of lesson (work) time during their day in IEU. These will follow the lessons they would have attended had they been in school. The study time is as follows:

- 1 9.00am-10.00am
- 2 10.00am-11.00am
- 3 11.20am-12.20pm
- 4 12.40pm-1.40pm
- 5 1.40pm-2.40pm

Morning break: 11.00am-11.20am

Lunch break: 12.20pm-12.40pm – All students are required to bring a packed lunch. (Those eligible and claiming free school meals will receive a packed lunch from school.) Lunch will be taken on-site. **Students are not permitted to leave the IEU during the school day.**

The daily timetable ends at **2.40pm**.

Departure time: All students depart the IEU at **2.45pm**.

Students who travel home by bus:

Students who travel home via a school bus should make their way back to the school bus park to wait for their bus. **Students should not enter the main school site.**

Daily routines and expectations in the IEU

School uniform:

Students should wear full school uniform. The IEU is part of the school and it is a school day for students who attend the IEU.

Work to be completed by students:

Students will need to complete a written exercise where they reflect on their behaviour and the reasons why they are in the IEU and what they could have done differently so that the sanction was not issued.

Students will need to complete a final unit of work giving them an opportunity to plan how they behave in the future to avoid a second visit to the IEU. Students should leave the IEU with 2-3 targets which will be confirmed in their reintegration meeting.

The student's reflective work and planning will inform their reintegration meeting with either their Head of School or SLT.

Expectations of students:

1. On entering the IEU ALL outdoor garments and any non-uniform garments should be taken off.
2. Any electronic equipment should be switched off and kept out of sight. This includes: Mobile phones, MP3 players and IPODS.
3. A study booth will be allocated to you.
4. All work during the time in the IEU is completed in silence.
5. Put your hand up if you need to communicate with the IEU staff.
6. No eating or drinking. You will be told when it is morning and lunch break.
7. You cannot leave the room to go to the toilet unless you are given permission by the IEU staff.
8. You will not be able to return to lessons on the main school site until you have satisfactorily completed your time in the IEU and attended a reintegration meeting with your Head of School or a member of the school's senior management team.

Students will have to complete satisfactorily their period in the IEU and be 'signed off' before they can return to school.

Students who fail to attend the IEU:

A student who fails to attend the IEU when a placement has been planned will be recorded as an unauthorised absence. They will not be readmitted to their usual timetable on the main school site until the planned period of internal exclusion has been completed. If a student is unable to attend the IEU on the planned date/s due to illness the Student Welfare Office should be notified on 01909 552408. The planned period of internal exclusion will then begin on the student's first day back following their illness and have to be satisfactorily completed before they return to lessons on the main school site.

Students who fail to meet expectations whilst in the IEU:

Where students fail to meet expectations in the IEU and cause disruption, show an inappropriate attitude or who refuse to cooperate with the IEU and school staff, parents will be contacted and requested to collect their son or daughter. As they have failed to satisfactorily complete the internal exclusion, the student will be required to return to the IEU the next day in order to complete the internal exclusion to the school's satisfaction.

Returning to a normal timetable on the main school site:

A student can only return to their usual timetable on the main school site once the following two conditions have been met:

1. The student has met the expectations whilst in the IEU and has satisfactorily completed the period of internal exclusion.
2. A reintegration meeting has been held with the student's Head of School or a member of the school's Senior Leadership Team. This meeting requires the presence of a parents and its purpose is to look at the student's behaviour, their return to school and the best way forward in order to secure improvements in the future.

Only once the meeting has taken place can a student return to their timetable in the main school. If a parent has a problem being able to attend the meeting they should contact the school as soon as possible on 01909 552414 to arrange the earliest alternative meeting.

Governor's Student Welfare Discipline Committee

The number of times that a student is placed in the IEU and/or has received a fixed-term exclusion will be monitored. Where a student has been placed in the IEU and/or excluded for a single period of 5 days, or on three occasions during the period of a term, or for a cumulative period of 15 or more days in a term, the student and their parents will be requested to meet with the Governor's Student Welfare Discipline Committee. The meeting will examine the student's behaviour and the reasons why they have been referred to the IEU and/or excluded and what action needs to be taken in order to prevent further internal exclusions.

The student will be issued with either:

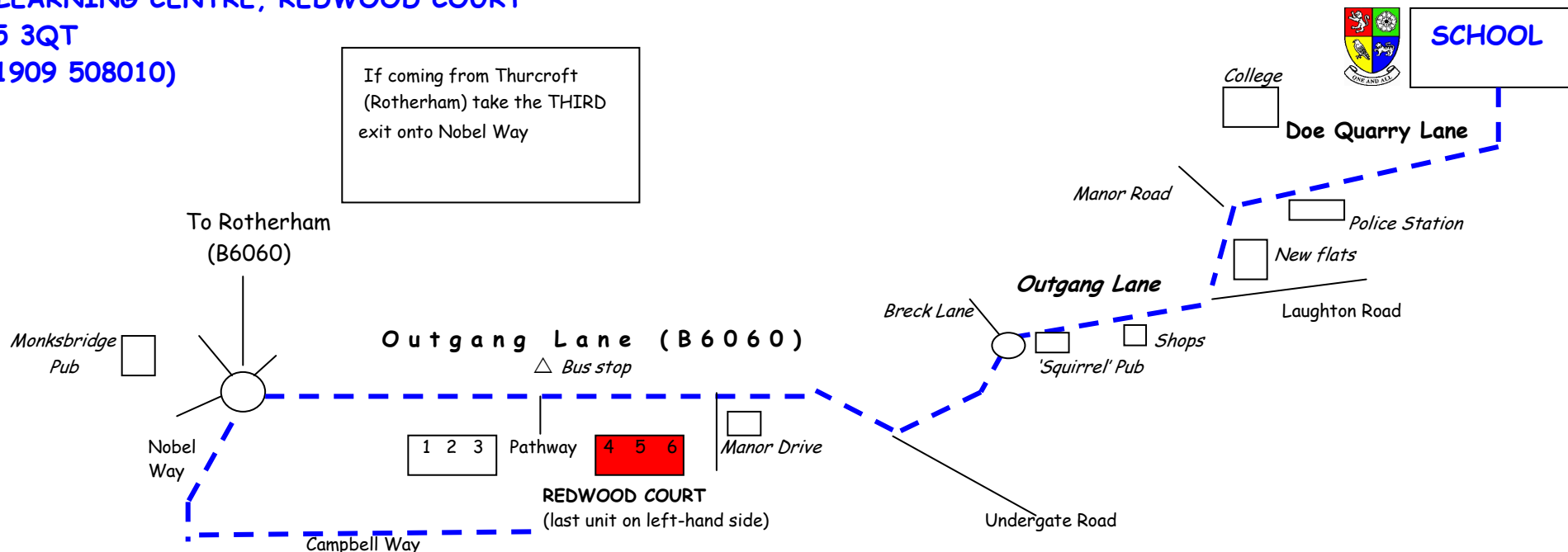
1. A notice to improve behaviour with clear and agreed targets being set over an agreed period of time.
2. Or, in the case of a one-off serious breach of the school's rules and expectations or where a student has previously failed to respond positively to a notice to improve their behaviour, a final warning to improve behaviour over an agreed period of time will be issued.

It should be made clear to the student and their parents or carers that a failure on the part of the student to improve their behaviour could result in the loss of their place at Dinnington Comprehensive School or alternative provision being sought.

September 2009.

**DIRECTIONS TO INTERNAL EXCLUSION UNIT
THE APPLIED LEARNING CENTRE, REDWOOD COURT**

**Dinnington, S25 3QT
(Telephone: 01909 508010)**



Directions to Redwood Court from Dinnington Comprehensive School:

At the end of the school's Main Drive, turn RIGHT onto Doe Quarry Lane

At the end of the road, turn RIGHT onto Outgang Lane

Straight ahead at the mini roundabout (Outgang Lane)

At the junction, turn RIGHT again onto Outgang Lane (B6060) – signposted for Wickersley/Rotherham

At the first roundabout (at Monksbridge Pub), turn LEFT onto Nobel Way (Industrial Units)

Turn immediate LEFT onto Campbell Way - Redwood Court is the last unit (No. 6) on the left.

The Internal Exclusion Unit (IEU) is accessed via the Front Door

****Please note that if walking, there is a pathway from the main road just after the Unit.**