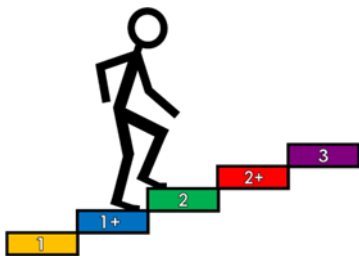


# Aran Hall School Values

## Pupil Handbook



Autumn 2025



> Respect

> Believe

> Achieve!

# Welcome! Croeso!

## Aran Hall School

To all young people and staff,

We have all worked together to create this handbook. It is a guide for our school and will help you to settle in and get to know our systems and routines... or remind you if you've been here a while.

We are a friendly bunch, so please ask if there's anything you're unsure of!

You are welcome to speak in English and/ or Welsh (we have plenty of Welsh learners who'd be happy to practise, too!).



# The Golden Rules

- Show **respect** to yourself, your peers and staff.
- **Believe** in yourself and others.
- **Achieve** your goals.
- Be kind.
- Use safe words and actions at all times.
- Keep the house clean and tidy.
- Look after your home environment.
- Keep your bedroom clean and tidy (only water in bedrooms).
- Follow your Active Support Plan and your school programme.
- Follow all health and safety procedures.
- Keep your personal possessions to yourself.
- Follow our mobile phone rules (no phones in class unless for health reasons).



# Respect

GIVE IT



TO GET IT



**KEEP  
CALM  
&  
FOLLOW  
THE RULES**

# The School Day



## Morning Routine

To be ready for school, do the following:

- ✓ Have a shower and get dressed
- ✓ Have breakfast
- ✓ Take medication (as required)
- ✓ Make your bed and tidy your room

9.30am: ready to start school.

9.30am - 12.30pm: School.

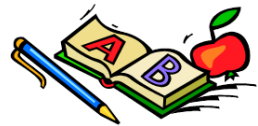
12.30 - 1.00pm: lunchtime - prepare, eat and clean up after you've finished eating.

1.00 - 1.30pm: activity.

1.30pm: be ready to return to school.

1.30 - 3.30pm: School.

3.30 pm: end of school day; enjoy a snack (biscuit/fruit) and drink in your house.



Remember that we are...



# Dress Code

You should be well-presented and appropriately dressed for school, the weather, college and work experience - both on and off site.

Choose smart, comfortable clothes – especially if you have sports or walking on your timetable.

Remember to check the weather so you feel comfortable for your day in school or college.

If you wear a hat or hood on your way to school or college, remember to take it off once you get in the classroom.



You can wear a hoodie but remember to leave your hood down.

Wear your jewellery in the evenings and at weekends (not to school).

Save your vests for the beach!

Try to think of others by avoiding clothing which might be seen as offensive (e.g. swearing, references to alcohol or drugs etc.). If in doubt, ask us and we will happily advise you.

# What do we do at school?

In school, we follow the New Curriculum for Wales so your school day will be based around the six areas of learning experiences:

- Languages, Literacy and Communication
- Maths and Numeracy
- Science and Technology
- Health and Well-being
- Humanities
- Expressive Arts

Everyone has their own personal timetable and we try to create this according to what you enjoy doing, what you need to do and what you would like to do in the future.

As well as English and Maths, you might have activities like cooking, food shopping, horse riding, gardening, noticing walks, art, drama and group work sessions, leisure centre visits, history and 'school shop' on your timetable. Everyone also has

access to PSE lessons and Person-Centred Therapy (PCT) sessions as part of their weekly timetable.

Older pupils may also have work experience (on-site and off-site) and college as part of their weekly timetable.

Lessons are 30 minutes and each 30 minute session links to our Achieve! programme (more about this later!).

To support your independence and development, we also aspire to achieve the four purposes of our holistic curriculum with you:

- Ambitious, capable learners
- Enterprising, creative contributors
- Informed, ethical citizens
- Healthy, confident individuals.

There are always opportunities for your feedback so that we can continue to support you through the school day.

# Qualifications and Accreditation

Our aim is for every pupil to leave Aran Hall with evidence of their literacy and numeracy skills and learning experiences. We understand how important these skills will be in your lives.

It might be that this is recognised through:

- AQA Unit Award Scheme certificates (which can be completed for a wide range of skills and tasks)
- WJEC Entry Pathways units (which can build to create an Award or Certificate Entry Level 2, 3 or Level 1 qualification in all subject areas)
- WJEC Entry Level (available in English, Maths, Science and Cymraeg, at Entry Levels 1 - 3).
- Functional Skills English and Maths (available at Level 1 and Level 2 as GCSE equivalents)
- GCSE English, English Literature, Maths and Art.

There's more information available in our Curriculum Policy.

Here's some information about our ALP (additional learning provision):

## APL – Additional Learning Provision

October 2024

### Additional Learning Provision:

What can we provide for your child?

#### Some pupils:

Personalised support with learning to read (e.g. Accessing phonics through Reading Eggs and Toe By Toe);  
GCSE teaching by off-site specialists

#### Most pupils:

Recognised qualifications in Languages, Literacy and Communication and Maths and Numeracy; access to subject specialists in English and maths; continued support with reading and comprehension (via Reading Eggs); accredited units with WJEC Entry Pathways in Independent Living, Healthy Living and Fitness and Preparing for Work; access to external therapists, including Speech and Language - off-site, with our local community partners; Psychologist; work experience - off-site, with our local community partners; Access Arrangements for exams (e.g. reader, extra time, scribe); attendance to lessons (and accreditation) at Coleg Meirion-Dwyfor, Dolgellau; weekly art sessions with a local artist and experienced teacher.

#### All pupils:

Access to a personalised curriculum designed according to their specific needs, interests and future plans; 1:1 teaching across all six Areas of Learning Experience; access to an unlimited range of AQA Unit Award Scheme Certificates; weekly, timetabled access to in-house therapy; independent living support; personalised CWMBE according to experiences, interests and future aspirations; a personalised RAMP (Risk Assessment and Management Programme; ASD specialists; our schools' Achieve! programme to support and promote safe and positive behaviours; on-site work experience.

# Living Areas



## Kitchen

- We invite everyone to sit around the table in the dining area/ areas to enjoy meals together.
- Drink your hot drinks in the kitchen, dining area or living room. (Water only in bedrooms, remember!)
- Wear appropriate footwear to protect your feet.



- At the end of each meal, wash and dry your own plate/bowl and cutlery. If you'd like to help to show your appreciation of a tasty meal, you can join in with clearing up.
- We often take turns to cook for each other. If a young person has cooked a meal, everyone is expected to try it and eat it. If the meal is really not for you, you may have a sandwich.
- Help to keep everyone safe by cleaning up any spillages in the kitchen area straight away.
- Remember to empty the kettle once you've made a hot drink (so that no one else is put at risk with boiling water).
- Empty the kitchen bin and mop the floor at the end of each day.
- Please avoid wearing pyjamas/dressing gowns in the kitchen area.



- No drink fizzy drinks or energy drinks on-site; choose other healthier foods and drinks which will give you an energy boost. We also only have de-caffeinated (de-caf) coffee to drink.
- Eat the right sort of food at the right time of day: breakfasts of cereal and toast so that you have plenty of energy for the day ahead!
- The kitchen will be closed from 9.30pm.

PPE rooms and offices will be kept locked for everyone's safety.



# Lounge

- Everyone - young people and staff - is expected to keep communal living areas clean and tidy.
- Don't wear your pyjamas or dressing gown in the living room area.
- Sit appropriately on the sofas and seats.
- The television is available for you after breakfast and morning chores have been completed.
- The television will be turned off at 9.30 pm.
- The lounge should be left clean and vacuumed at the end of the day - just as you'd like to find it in the morning!
- The lounge will be closed from 9.30pm.



## Your Bedroom

- Staff will support you to keep your bedroom clean and tidy.



- Remember to consider your housemates when playing music: keep the volume at a sensible level and make sure the words are appropriate.



- Keep your personal possessions safe in your bedroom when you're not using them.

- We will provide: a TV, a wardrobe, drawers, a single bed and bedding of your choice.
- **Golden rule:** under no circumstances should young people go into each other's bedrooms.
- Remember, only water in bedrooms (no other drinks or food).

## Electricity

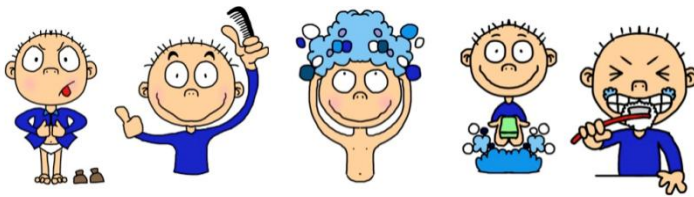
- The electrical sockets in your bedroom will turn off your TV and games console at night and during the school day to encourage good sleep patterns and excellent attendance in school.  
(This is not the case for Level 3 or 18+ pupils.)
- During holidays and weekends, the power to your TV and games console will be available during the day.

# Personal care

Looking after yourself and taking pride in your appearance is very important. There is plenty of help, advice and support available if you'd like any - just ask us!

- Please buy and use stick or roll-on deodorants (aerosols/ sprays are not permitted).
- Have a bath or shower every day.
- Use your own washbag and personal toiletries.
- Don't take your personal devices into the bathroom.
- Wash any dirty clothing each day - we are here to help you with this, especially if you haven't done it before.

- Complete your morning personal care routine so that you're ready to start school at 9.30am on school days.
- Wear your bath robe/ dressing gown (or get dressed) when you leave the bathroom after a bath or shower.



- Your keyworker will help you to arrange appointments with the hairdresser or barber (after school or at weekends).
- Keep your hair nice and clean.



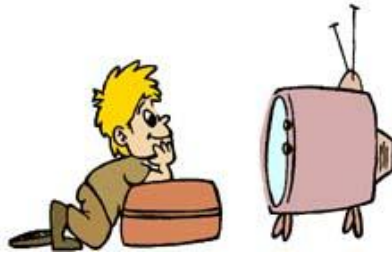
- No body piercings and no tattoos.

- If you wish to grow a beard, keep it trimmed and tidy; again, we can guide you with this.

## Television

- All daily house tasks must be completed before you watch TV.
- On school days, television times are:
  - 8.30am - 9.30am
  - 1.00pm - 1.30pm
  - 3.30pm - 9.30pm
- On weekends and holidays, television is available from:
  - 8.30am - 9.30pm
  - (or as per each young person's individual Active Support Plan).
- Keep the remote controls safe and in the right place when you've finished using

them (staff will be responsible for them whilst the TV is on).



- Keep the volume at an appropriate level - remember to consider others.
- Unless a particular programme has been scheduled by a young person to watch, try to agree with everyone what you'll watch together.



- DVDs/films/music must be age-appropriate for all the young people watching/listening.
- We do not permit '18' certificate games or DVDs at Aran Hall School.

- We do not allow personal USB memory sticks or additional storage cards at Aran Hall School.

## Community Meetings and Pupil Voice

Our Community Meetings are a great opportunity for every young person and member of staff to get together every week. You can choose different topics to discuss, share your ideas and ask questions. You'll be able to prepare for the meeting each week in school.

- All staff and young people are expected to attend their community meeting. The meetings are held every Wednesday

(during school term and holidays), at 3.00pm.

- Each young person will have the opportunity to contribute at the meeting.



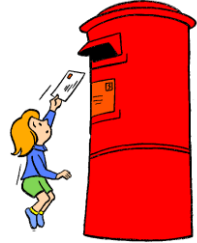
- Remember to show respect to other people when they are speaking by showing good listening skills.
- Sometimes, you might have the opportunity to 'chair' or lead the meeting for everyone else. This will help to build your confidence and independence so don't be afraid to have a go!
- Minutes (notes) of meetings will be taken by the house manager, designated staff member or young person; they are stored in the house.

# Looking after our School Community

It is important that we respect each other and our environment. To help with this, we are a smoke-free, vape-free site. We are also a gum-free site so you won't be able to chew gum on site or buy chewing gum on Community Visits. We encourage everyone to work together to keep our site clean, healthy and part of the beautiful countryside.

## Post

Post is delivered to the main admin building.



It is sorted and then will be collected and brought to you in your house after 3.30pm on school days (or as soon as possible during the holidays and on Saturdays).

Contact arrangements will be agreed with your family and those important to you.

## Money

If you'd like access to your savings, you can contact the office after 3.30pm on school days (Call: 16001). During the holidays, plan ahead so your money is ready for you.

The amount of cash you can keep in your room will be limited to £30.00; we encourage you to

open a bank account or keep your money safe with office staff in your savings account.

## Activities



We are lucky to live in a beautiful area where there is plenty to see and do. Arranging activities and trips out is a really important part of your time at Aran Hall - there are so many advantages to getting out and about... and there's lots of fun to be had!

- Staff will support you in planning your activities through the Active Support Plan.

- The number of Community Visits that you may access increases as you move up the levels on Achieve! programme.
- The distance that young people may travel for leisure activities is determined by their level on the Achieve! programme.
- Community Visits are usually planned at community meetings - this is where you'll hear about other people's visits and get ideas and inspiration.
- You are able to spend your pocket money on planned community activities outside of the school day.
- You will receive £10 pocket money every Friday. We also put an additional £1 into savings for you each week.



- You won't be able to access the community if you are on review (the exceptions are medical appointments and planned home contact - with the agreement of a senior manager).
- We cannot buy additional items for you if you are on review, e.g. sweets, drinks etc.
- On review, you may access on-site activities or go on a local walk - if you are safe to take part.

# Travelling

We have cars available to use for local and distance journeys. You will be able to go out in cars for planned activities e.g. weekly shopping, visiting family, going out for the day.

Everyone must follow the highway code whilst driving and the driver must be able to concentrate.

No personal devices (staff or young people) should be connected to the cars.



# Behaviour

If you are able to follow our rules and keep yourself and others safe, you'll enjoy lots of opportunities to explore the local area. Blips happen for everyone - we're all human - and we call these 'incidents'.

## Incidents

Staff will write an incident form if you:

- Are physically or verbally aggressive.
- Present unsafe behaviour in or around a vehicle.
- Run away from the home or staff in the community.
- Verbally abuse peers, staff or others, or make racist comments.
- Present sexually harmful behaviour.
- Destroy property or possessions.
- Present unsafe behaviour in relation to your personal hygiene or health.

**Review Status** - if you have an incident, you will be placed upon 'review' for 2 or 3 days:



Whilst on review, you will not be able to do any of the following:

- take part in community-based activities.
- purchase items from your school shop.



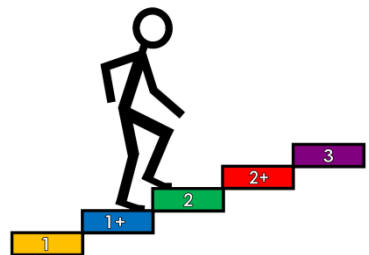
# ACHIEVE!

At Aran Hall, we run the Achieve! programme. It has proven to be incredibly effective in supporting young people with a variety of additional needs to become more independent. This means more independence with managing your own behaviour, accessing the community and living a life full of value and vitality.

Remember, you can always ask us and we can help you to understand it and to make excellent progress 😊

Here's a breakdown of the different levels...

Everyone starts on Level 1.



## Level 1

On Level 1 you will:

- ✓ Earn 5p a point for working in school.
- ✓ Be able to take part in community-based activities within a 15-mile radius of Aran Hall.
- ✓ Be able to use games consoles e.g. Xbox, PlayStation, Wii and handheld games consoles.
- ✓ Be able to choose items for yourself to buy on your School Shop.

## Level 1+

On Level 1+ you will:

- ✓ Earn 6p a point for working in school.
- ✓ Be considered for 1:1 working in the community for local activities (based upon your individual risk assessment).
- ✓ Be able to arrange community-based activities within a 30-mile radius.

## Level 2

On Level 2 you will:

- ✓ Earn 7p a point for working in school.
- ✓ Start 1:1 working in the community.
- ✓ Be able to use computers in the community e.g. internet café with staff supervision.
- ✓ Be able to own a laptop and/or tablet PC.
- ✓ Access community-based activities within a 45-mile radius.

## Level 2+

On Level 2+ you will:

- ✓ Earn 8p a point for working in school.
- ✓ Be able to use personal money on community-based school activities.
- ✓ Be able to have a basic mobile telephone.
- ✓ Access community-based activities within a 50-mile radius.

## Level 3

On Level 3 you will:

- ✓ Earn 10p a point for working in school.
- ✓ Be working towards independence in the community.
- ✓ Be able to have your own smartphone.
- ✓ Access any community-based activities (unlimited radius, but doable in a day trip).



Behaviour Contract



No access to this device



Parental Controls



Timed access



Internet Access

**AHS** in the house room only



No Internet Access

**Com** in the community



Staff see what the pupil sees

**AHS**

**Com**

in house room and community but different rules may apply



# Useful Numbers: Extra Help and Support

## TGP Cymru (Advocacy)

Garry Hughes

[Garry.Hughes@tgpcymru.org.uk](mailto:Garry.Hughes@tgpcymru.org.uk)

Or see him in person when she visits here each month.

## Childline

Freepost 1111,

London

N1 OBR

Tel: 0800 1111

## CIW

North Wales Region

Government Offices

Sarn Mynach

Llandudno Junction

LL31 9RZ Tel: 0300 7900 126

## Children's Commissioner for Wales

Rocio Cifuentes MBE

Naenor Penrhos

Oak Drive

Colwyn Bay

Conwy

LL29 7YW

Tel: 01492 523333

01492 523336

Email

[post@childcomwales.org.uk](mailto:post@childcomwales.org.uk)

## Mark Ryder (SENAD)

See him when he visits or you can telephone:

01332 378 840

**Social Worker** Name: .....

Phone number: .....

E-mail: .....



## NORTH WALES ADVOCACY SERVICE

### Do You...

- Want someone who will listen to you and your point of view?
- Want to know your rights?
- Need help speaking out and getting your voice heard?

### What do we do? Well, we can...

- Inform you of your rights
- Help you sort things out with workers/carers
- Give you support and help you to speak up at meetings

### Are You...

- 0-25 and looked after (in care) by Social Services?
- A care leaver?
- On the Child Protection Register?
- A child in need of care and support?

- Help you make a complaint
- Help you speak out, with others, about what's good or what needs to be changed for children and young people in care

**This service is independent and confidential**

### Contact

Tel: 01286 238 007 • Freephone: 0800 111 6880 • [NorthWalesAdvocacy@tgpcymru.org.uk](mailto:NorthWalesAdvocacy@tgpcymru.org.uk)  
Unit 3, Victoria Dock, Baladava Road, Caernarfon, LL55 1TH

On request this information will be available in different languages and formats.

Please contact [communications@tgpcymru.org.uk](mailto:communications@tgpcymru.org.uk).

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