



RESIDENCE PUPIL HANDBOOK



WELCOME TO THE RESIDENTIAL UNIT

? What do staff do in the residential unit?

 We help pupils learn

   We help pupils do things on their own
(be independent)

  We help pupils feel confident

   We teach everyday skills
(e.g. getting dressed, eating, talking)

  We use routines every day
(same time, same order)

  We are kind and calm

 We give help and support every day to keep you safe



About Us



You may hear other pupils and school staff calling us 'Res' for short

Who can attend (go to) Res?

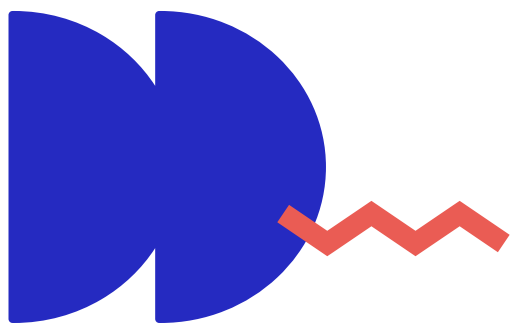
Res is open to pupils from year 8. If you would like to join, speak to your class staff, parent/carer or staff in Res.



You can come to Res to look around and ask any questions you may have.

If you have never slept away from home before and are feeling a bit nervous, that's ok. We can help you by having you visit for activities only at first. We can practice sleeping over when you are feeling ready.





RES STAFF

We have 15 members of staff working in Res.
You will know most of them as they also work in the main school.
Some may even be your class teaching assistants!

Mrs Soper and Mrs Howells look after the unit when you are in school, planning fun and exciting activities for you all to do.

If Mrs Soper or Mrs Howells are not working, you will usually see Mrs Lugg taking charge.

There will always be staff that you know working with you.

  You will work with staff you know.

 Staff will be the same.

 You are safe and supported.



Charlotte Soper
Residential Unit Leader

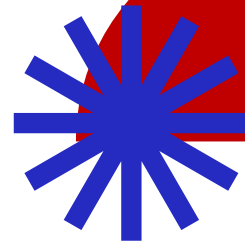


Leanne Howells
Residential Unit Leader



Rebecca Lugg
Assistant Unit Leader

OUR RES RULES



-  This is a new place for you.
-  It might feel a bit hard at first.
-  We have simple rules to help you.
-  These will help you feel safe and settled.

- 
 -  We are kind to ourselves.
 -  We are kind and respectful to others.
- 
 -  We use phones and tablets safely.
 -  We follow the rules.
- 
 -  We keep things clean and tidy.
 -  We look after the unit and everything in it.
 -  We respect all property.
- 
 -  We are kind to each other.
 -  We are friendly to other people.
- 
 -  We behave well in the community.
 -  We make good choices when we are out.
- 
 -  We listen to staff.
 -  Staff give instructions.
 -  We follow the instructions.
- 
 -  We listen to staff.
 -  Staff give instructions.
 -  We follow the instructions.

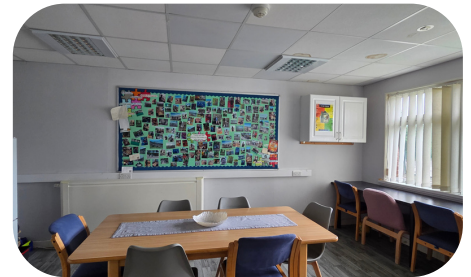
WHAT ROOMS ARE IN RES?

🏠 In res, there are lots of different areas

🧩 You can learn life skills

👥 You can play with others

🎨 You can do your hobbies



🏠 🧺 Here you can wash your clothes

👕 You can learn to use the washing machine

☕ You can make a hot drink

🍵 You can learn step by step



📺 Here you can relax and watch TV

👥 You can talk with others

🎲 You can enjoy playing games



FACILITIES...



There are 6 bedrooms.



Each one looks different and has its own theme.



You can choose to sleep on your own.



Or you can share a bedroom with someone.



You have a choice.



In the art room, you can make artwork.



You can be creative.



You can read a book.



You can have calm, quiet time.



In the games room, you can play games.



You can play board games.



You can use the games console.



You can talk and spend time with friends.



ROUTINES



☀️ Afternoon Routine

🕒 3:00 – 4:00

👤 A staff member comes to meet you.

🚶 You walk from the yard to res.

🏠 When you arrive in res:

👕 Change into casual clothes.

🛏 Make your bed.

🧺 Put your laundry in the wash.

🍴 Then go to the canteen.

☕ Have tea (evening meal).

☀️ Evening Routine

🕒 4:00 – 7:00

🍴 First, you have food.

🎲🎨🚶 Then you take part in activities.

🕒 Sometimes we may go earlier or later.

📋 This depends on what is planned

☀️ Late Evening Routine

🕒 7:00 – 8:00

🚿 It is time for personal care.

🛀 You can have a bath.

🚿 Or you can have a shower.

🧴 You can wash your hair.

💨 There is a place to dry your hair.

🧻 Towels are provided.

💨 Hairdryers are provided.



ROUTINES

Morning Routine

 7:30 - 8:00

 If you are not awake, staff will wake you.

 Staff help you get ready for school.

   You wake up and get up.

 You have a shower.

 You can tell staff what you like.

 This helps you start your day well

 8:00 - 8:30

 You have breakfast.

 You get dressed.

 You pack your things for school.

 Staff are there to help you.

 You are encouraged to do things by yourself.

 8:30

 You leave res.

 You go to school.



WHAT ACTIVITIES WILL WE BE DOING?



We want you to have fun and enjoy the activities we plan. As well as having fun, we need you to learn new things.

It is important that you try your best even if you haven't done the activity before.

Activities can help...

 You learn skills like cooking and organising.

 You learn to manage your time.

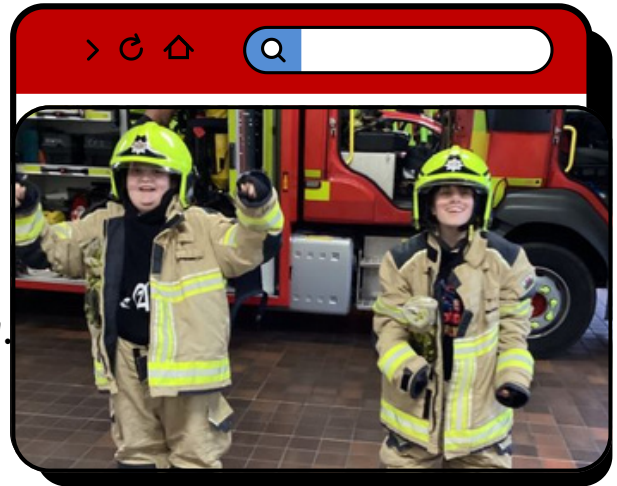
 You learn to take care of yourself.

 Staff support and encourage you.

 You can try new things.

 These skills help you be more independent.

 You build confidence for now and the future.



WHAT ACTIVITIES WILL WE BE DOING?



You can help us choose activities during your pupil meetings. This guides us by letting us know what you enjoy and what you don't like so much. We like to plan activities that you may not have tried before. This makes us happy to know we are showing you something new 😊

Some examples of activities we have done recently:

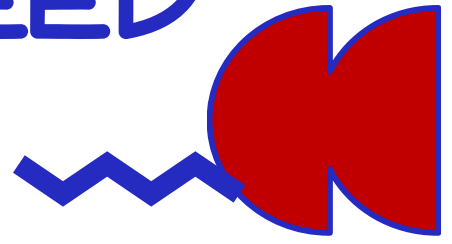
- Swimming
- Gym
- Cycling
- Theatre trips
- Parks
- Sports
- Arts & Crafts
- Farm Visits
- Cinema
- Bowling
- Woodland Walks
- Beach trips
- Therapies - ELSA, Sensory room
- Cooking



We are always looking for new activities. If you have any ideas, we would love to hear them!



WHAT WILL I NEED TO BRING?



We know that some blankets, teddies and other toys are very important to help you sleep.

Please remember that you will need to look after these very well during your time in Res.

Essentials

You will need a bag from home to bring your things to school in.

You will need:

-  Toothbrush
-  Toothpaste
-  Shower gel
-  Shampoo
-  Pyjamas
-  Change of underwear
-  Change of clothes
-  £4 snack money



Spending snack Money

 Each session, you may visit a shop.

 You can spend up to £4

 You use your own spending money

 You can choose one snack and a sugar-free drink

 You practise talking to people

 You learn to use and manage money

 This helps you become more independent

 You can feel proud of what you achieve



QUESTIONS YOU MAY WANT TO ASK

Who will look after me?



There are 3-4 staff on duty each evening.



Some staff you may already know from school.



Staff help make res fun.



We want you to enjoy your time here.

Can I bring my phone or tablet?



Device Rules



You can bring an electronic device.



You must look after your device



When not in use, it goes in the res office.



You can only use your device with staff



No devices in bedrooms or bathrooms



You have 30 minutes on your device



Staff will tell you when it is time



These rules help keep everyone safe

? If you have a question, you can ask us



Tell a member of staff



We will try our best to help you

QUESTIONS YOU MAY WANT TO ASK

What if I want to phone home?

- 📞 You can use the phone in the office
- 👩 A staff member will be with you when you use it
- 👩 Staff are always here to help you
- 😊 We support you and listen to you
- 🎲 We want you to enjoy your time in res
- 🧘 We help you feel calm and happy

What if I don't like it?

- ✅ You can try residence.
- 🤔 If you do not want to stay, that is OK.
- 👩 Tell a member of staff.
- 🤝 Staff will support you.
- 😊 We will help you make the right choice.
- 🎲 You can try activities first.
- 😊 You can start slowly.

? If you have a question, you can ask us

- 👩 Tell a member of staff
- 🤝 We will try our best to help you

WHAT IF I WANT TO COMPLAIN?



☀️ How to Tell Someone You Are Not Happy

😞 Are you not happy?

? Do you have a problem or worry?

🗣️ Tell someone

👩 Tell a member of staff you trust

👂 Staff will listen to you

💬 Say what is wrong

🗣️ Use your words, signs, or pictures

✍️ You can write it down if you want

🤝 Get help

👩 Staff will help you

✅ We will try to fix the problem

👂 If the problem is not fixed

👩 Tell another adult

☎️ You can ask to speak to a manager

🛡️ Remember

💙 It is OK to complain

🗣️ Your voice matters

😊 We want to help you feel safe and happy



Our Promise to you

We will always listen to you
about the things that matter
to you.

STAFF GALLERY...



BECAUSE WE KNOW HOW IMPORTANT IT IS FOR YOU TO SEE WHO
WILL BE LOOKING AFTER YOU WHILST YOU ARE IN RES



Tina Darvell



Tracey Mercer



Katie Macphail



Alexandra O'Leary



Gemma Evans



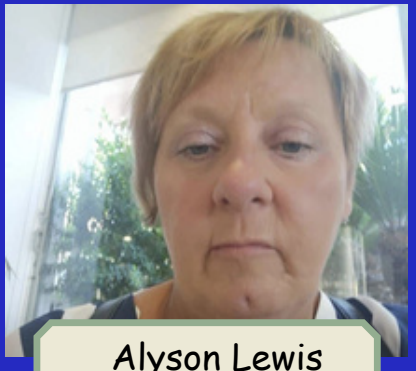
Fiona James



Daniel Suter



Joanne Davies



Alyson Lewis



Nicole Steenekamp



Joseph Jacobs



Dafydd Duford