| **Key Themes** | **The Board of Trustees / Senior Management:** | **Trinity Specialist College will:** | **As a Learner I will:** | **As a Parent/Carer I/we will:** |
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| Teaching, Learning and Curriculum | * Regularly monitor and quality check teaching, learning and assessment for all learners * Promote and share existing best practice from within and beyond the college | * Aim to provide the best possible education for every learner, meeting his or her individual special needs and interests * Design and implement an individual curriculum for each learner that is diverse, challenging and relevant to their destination * Ensure all pupils have access to a range of broader experiences and opportunities * Carry out baseline assessments to identify long-term destinations and learner wishes | * Engage in all timetabled activities and lessons * Be determined to do my best * Ask for help if I need it * Reflect on feedback and learn from mistakes | * Take an active interest in what my son/daughter is learning and support where I can * Attend college events, parent/carer events, EHCP reviews and read relevant documents * Ensure that I support decisions made by the teacher or senior members of staff |
| Behaviour and Welfare | * Communicate expectations to the college regarding the management of learner behaviour * Support and challenge the college with developing and implementing their policies | * Share the college’s Behaviour Policy and explain the policy on the use of physical interventions * Provide all learners with an individual Behaviour Support Plan * Train all staff in Crisis Prevention Intervention * Promote positive behaviours * Enure learners welfare concerns are reported to the relevant staff * Ensure staff are all trained in how to report a welfare concern | * Have excellent attendance * Be punctual * Promote positive behaviour * Be a role model to others in the college and when off site * Share with staff any welfare concerns | * Work with staff to ensure positive behaviour rules are upheld * Ensure positive behaviour messages and full attendance are promoted at home * Read relevant documentation * Share with relevant staff any welfare concerns * Fully support staff with all welfare work, decisions, training and procedures * Speak to all staff in a polite and professional manner |
| Personal Development | * Set, promote and deliver an ambitious vision * Celebrate and promote the achievements of learners and the college * Support and challenge staff to be the very best they can be for our learners | * Be ambitious for every individual in the college fostering interests and passions * Provide opportunities for learners to broaden their horizons * Create a community we can all be proud of | * Work hard, try my best and be prepared * Take pride in my efforts and be proud of my academy * Arrive at college with all equipment and resources required for me to access my learning * Consider my future destinations and work towards achieving them | * Encourage thinking about the future and support my son/daughter to reach their destination * Be proud to be part of the college * Reward effort |
| Careers Information Advice and Guidance | * Support and challenge the college with developing and implementing their policy * Monitor the quality of the Careers Information Advice and Guidance for learners | * Provide each learners with individualised Careers Information Advice and Guidance * Use an external partner to write careers plans for where relevant * Support learners to meet their destinations * Act in the best interest of learners in relation to Careers Information Advice and Guidance * Support learners into supported internships and paid employment where employment | * Actively participate with their Careers Information Advice and Guidance * Show a willingness to learn new skills and explore opportunities * Represent the college appropriately and with pride when on work experience placements * Understand and commit to workplace expectations | * Take an active interest in what my son/daughter is learning and support where I can * Ensure that I support decisions made by the teacher or senior members of staff |
| Safeguarding and Prevent | * Make safeguarding and Prevent the top priority * Monitor the quality of safeguarding and Prevent practices in the college and provide swift and effective support and challenge where necessary | * Make safeguarding and Prevent the top priority * Ensure checks, training, systems and procedures are compliant and reflect best proactive practice * Support learners and families in partnership * Share the college safeguarding and Prevent policies | * Make safeguarding a priority * Share with staff if anything is worrying me * Support my peers and help to keep them safe and well * Use Information Technology equipment for college purposes | * Make safeguarding a priority Be vigilant and alert the college to any concerns * Fully support staff with all safeguarding work, decisions, training and procedures * Read the safeguarding and Prevent policies for the college |
| Learning Environment | * Ensure all sites are well maintained, fully compliant with legislation and updated in response to need * Expect high quality learning environments | * Maintain and improve the college and develop a safe, happy, respectful and learning focussed community for all * Have top quality displays that promote and celebrate learning and culture * Ensure the learning environment is safe and well managed for all learners to access their education | * Help keep my college clean and tidy and use college resources appropriately * Work hard and allow others to work hard * Be proud to have my work displayed and take an interest in the work of others | * Pass on any concerns and positive comments about the college premises to staff * Observe the displays when in the college |
| Communication and Events | * Develop, maintain and update a web page and other key documentation * Use social media to enable staff to engage and initiate education debate and research * Plan and run learner awards termly | * Ensure all documentation is available electronically and if required in paper form Give sufficient notice of events and update the website calendar to reflect this * Plan and run a wide range of events annually | * Share college information with home * Attend relevant college events where possible | * Read and where required act on college communications promptly * Ensure my son/daughter is aware of key dates across the college year and is prepared for them * Support and attend college events and meetings |
| If things go wrong | * Ensure the college has and promotes a complaints procedure making sure it is clearly accessible * Support and challenge leaders where required to lead to a positive resolution | * Actively listen and ask questions * Direct parents/carers/learners to further help and/or the complaints procedure * Make changes if they are deemed required * Contact you after to check for resolution | * Share any worries I may have with my parents/carers and/or staff * Support all decisions made by the college * Share again if things are still not right | * Initially contact college teaching staff * Not use social media to air my views * Escalate my concerns through the complaints procedure Work with staff to resolve the issue |

| **Signed** | **Board of Trustees** | **Principal** | **Learner** | **Parent/Carer** | |
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