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