



regencysource  
success through partnership

## Welcome to our Alternative Provision. Information for Schools and Commissioning Bodies. July 2023 – August 2024

### Values

Our values underpin everything that we do. From the moment we meet you, we want you to feel part of what we do here at Regency Source Alternative Provision.

- Respect
- Routine
- Recognise
- Real

These are our four values which you will see all around. From conversations to work, this is what we stand for.

### Respect

We will always treat you with respect, kindness and care. We expect the very best from you and will always support you to become the best version of yourself.

### Routine

We will always provide a clear structure of how to succeed, learn, enjoy and grow as you spend time with us. We are a safe and caring place for you to flourish.

### Recognise

We will help you recognise your own potential, your own self-worth, your strengths, your areas to develop but above all to recognise that you are wanted here.

### Real

We will always be honest and open with you, we expect the same in return. We will always be the same on your good days and your bad as they all form part of your learning journey with us.

## **Site**

Our Alternative Provision is located at:

64 Commercial Gate

Mansfield

Nottinghamshire

NG18 1EU

We are located within a 2 minute walk to Titchfield Park. 5 minute walk to St. Peter's Retail Park and 10 minute walk to Mansfield Town Centre.

Our building spans two floors with our main teaching room being located on the first floor. Our second floor is for more vocational courses and GCSE groups.

On site we have disabled access to all floors, kitchen amenities, 'chill out' areas, work areas, study zones and office spaces.

## **Core Curriculum**

Our core offer is of a broad and balanced curriculum which includes core subjects of English, Maths and Science. Along with foundation subjects which are of equal importance. History, Arts, Design and Technology and PE. At Regency Source Alternative Provision, we value PSHE and recognise that this is of the upmost importance and are proud to part of the Anti-Bullying Alliance and are members of the PSHE Association.

Our values, adaptability, nurture and care for all our students is at the very centre of what we do. We recognise that our students are coming to us for a variety of reasons and as part of our core offer of a broad and balanced curriculum we pride ourselves on making our students feel welcome, safe, secure and nurtured. Research shows that when children feel safe and secure, they learn best. It is our aim to get the former correct which positively impacts the latter.

At Regency Source Alternative Provision, we offer a broad and balanced curriculum which is tailored to the individual needs of our learners. We expect you to have a go. From hairdressing and beauty, warehousing and customer service. English, Maths and Science, foundation subjects and extra curricular activities.

### **Key Stage 3**

At KS3 we offer a broad and balanced curriculum in line with the National Curriculum. This includes English, Maths and Science. We also cover units in History, Art, DT, PSHE, Computing and PE. We aim to make our learning fun, interactive and engaging. We will always provide you with the best ways of achieving success and work with you.

### **Key Stage 4**

At KS4 we offer more of a focus on English, Maths and Science. This includes entry level qualifications where necessary in all three. We provide courses in warehousing, customer service, first aid, hairdressing and beauty sessions. We are not limited by what we offer. Our students' interests are also catered for, including: photography, art, construction, mechanics.

See Appendix one for a full list of our current course offer.

## **Travel**

Students are mostly transported by means arranged by schools and commissioning bodies. We cannot facilitate a collection of student service at this time.

## Staff

We pride ourselves on our staff team who demonstrate the values all the time. We are here to nurture and support you. We **respect** who you are and the journey you have been on which has led you to us. We offer a stable **routine** which although has flexibility, we know that having consistency in a routine allows our students to feel safe. We **recognise** where you have come from and will work with you regardless. We are **real** and recognise that we all have good and bad days.

### Senior Leadership Team

Matt Thorne – Headteacher Alternative Provision, Designated Safeguarding Lead, Behaviour and Culture Lead.

Tarra Birkin – Deputy Headteacher Alternative Provision, Deputy Designated Safeguarding Lead, Curriculum and Learning Development.

Helen Redfern – Managing Director Regency Source Ltd, Deputy Designated Safeguarding Lead, Recruitment, Health and Safety.

Sarah Budgie – Business Development and Relationships Manager.

### Staff Team

Shanna Keogh – Lead Teaching Assistant English and Pastoral.

Kym Green – Lead Teaching Assistant Maths and Pastoral.

Sarah Braithwaite – Teaching Assistant.

Scarlett Hindley – Trainee Teaching Assistant.

Zoe Whetton – Hairdressing Tutor.

Kate Smith – Beauty Tutor.

Roxy Coombes – Barbering Tutor.

Carrie Austin – Photography Tutor and Arts Therapy.

Josh Braithwaite – Drumming Tutor.

Gemma Barnfather – Trainee Counsellor.

## Timetable

Our timetable is flexible and we adapt to a student's individual needs wherever possible. Schools and Commissioning bodies are involved in the process with us of setting the number of days. For 2023-24 we can offer a maximum of 15 hours per student. Unless in exceptional circumstances in which case contact [matt@regencysource.com](mailto:matt@regencysource.com) or [sarah@regencysource.com](mailto:sarah@regencysource.com)

Below is an example of a day at Regency Source Alternative Provision.

9:30	10-10:30	10:30-11	Break	11:15-12	Lunch	12:45-1:30	1:30-3
Aim to be on site between 9:30 and 10.	PSHE	Session 1		Session 2		Session 3	Session 4

Although this is an example of a day at Regency Source Alternative Provision, it may change depending on the needs of the group or tasks to complete. We **recognise** the need for **routine** in all that we do so the timetable is something which will be agreed with all students prior to a start date.

## **Uniform**

All our staff at Regency Source Alternative Provision have a dress code. We wear blue tops with the company logo on.

For students, we expect them to come dressed appropriately for the weather. We want them to feel comfortable and relaxed whilst with us. Whilst on site, we expect them to wear a 'student' lanyard.

At Regency Source Alternative Provision, we have a digital sign in system. They will be given a key card to sign in and out. The first one is provided for them, if they lose it, then a replacement cost for this is £6.

## **Expectations**

Students are given a behaviour contract at the second meeting (home visit) which outlines our expectations (see Appendix 2). Our expectations are quite simple.

We do expect students to engage with us.

### **We expect:**

- Use your words – talk to us, on good days and bad, let us know what you are thinking and feeling so we can support you.
- Give it a go – what is the worst that can happen? We will support you as much as we can.
- Turn up, try – arrive when you say you will, stay till we have agreed.
- Positive – find something positive in every single day, no matter how small, there is always a positive to be found.
- **Respect** – as part of our values, respect yourself, each other, your belongings and ours.

## **Home / School Links**

We believe that together we can achieve more and as part of that we actively encourage a strong home / school link.

We ask that along with the student, parents / carers sign a home / school agreement as well so that we can create a strong working partnership to allow the student to excel. (See Appendix 3.)

## **Safeguarding**

We pride ourselves with keeping our students safe at all times. We are vigilant and monitor everything. We have CCTV on site which is monitored and recorded. Our staff are fully trained in safeguarding including annual updates with reference to KCSIE.

We use CPOMS for our safeguarding record keeping.

For any safeguarding concerns, the DSL is Matthew Thorne ([matt@regencysource.com](mailto:matt@regencysource.com)) and the Deputy DSL is Tarra Birkin ([tarra@regencysource.com](mailto:tarra@regencysource.com))

## **Privacy**

At Regency Source Alternative Provision, we use CCTV for security and monitoring purposes. The Company reserves the right to view and monitor CCTV footage for work-related purposes, safeguarding and for the protection, prevention of damage or injury.

**Contact us:**

For any more information, you can contact us at:

64 Commercial Gate

Mansfield

Nottinghamshire

NG18 1EU

Email:

Headteacher Alternative Provision: [matt@regencysource.com](mailto:matt@regencysource.com) / 07368246335

Deputy Headteacher Alternative Provision: [tarra@regencysource.com](mailto:tarra@regencysource.com)

Managing Director: [helenredfern@regencysource.com](mailto:helenredfern@regencysource.com)

Business Development: [sarah@regencysource.com](mailto:sarah@regencysource.com)

Phone: 01623 709851

## Appendix One: Available Courses.

Qualification	Level
NOCN Functional Skills English	Entry 1 to Level 2
NOCN Functional Skills Maths	Entry 1 to Level 2
NOCN Digital Functional Skills	Entry 3 or Level 1
NOCN Skills for Employment, Training and Personal Development	Level 1 or Level 2
NOCN Preparing for Further Learning or Employment – Animal Care	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Business Admin	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Childcare	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Cleaning	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Customer Service	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Hair and Beauty	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Health and Social Care	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Retail	Entry 1 to Entry 3
NOCN Preparing for Further Learning or Employment – Warehousing	Entry 1 to Entry 3
CSCS Card including Health and Safety within Construction Environment Certificate (14+)	Level 1
RTITB Accredited Fork Lift Truck Training (Counterbalance Truck Only) (16+)	
Arts Award	Bronze

*These are the formal qualifications that students can participate in, however all students can access the teaching of the following:*

- *Arts Therapy*
- *Drumming Tuition*
- *Arts Award Bronze*
- *History*
- *PSHE*
- *Art*
- *Entry Level Science*
- *ICT*
- *Photography*

It is worth noting that Regency Source Alternative Provision will also adapt any specific courses to the needs of the students, including discovering new qualifications that the students may wish to participate in.

## Appendix Two: Behaviour Contract

### **Expectations:**

- Mobile phones to stay at home, or placed out of the way to not cause a distraction to others.
- That you engage and aim to complete tasks / work provided at Regency Source Alternative Provision.
- Arrival between 9:30 and 10am.
- No form of physical, emotional, sexual (including child on child) or verbal abuse to be used on site towards to any member of staff or other students. This includes visitors, outside providers or other staff members associated with Regency Source Alternative Provision.
- Contact will be made with parents / carers with information pertinent to the student but contact will only be between the school day timings plus one hour.
- Swearing is not acceptable at all – this includes directed towards others (staff or students).
- Smoking / Vaping is not permitted at all and will be dealt with in line with our Smoking and Vaping Policy.
- That you are here, take part and work with us so that we can allow you to achieve success.
- That you take pride in the things you do and recognise your own sense of self worth.
- To realise that you are wanted here, that you are well liked and that we want the best for you!

### **Values**

Our values underpin everything that we do. From the moment we meet you, we want you to feel part of what we do here at Regency Source Alternative Provision.

Respect - We will always treat you with respect, kindness and care. We expect the very best from you and will always support you to become the best version of yourself.

Routine - We will always provide a clear structure of how to succeed, learn, enjoy and grow as you spend time with us. We are a safe and caring place for you to flourish.

Recognise - We will help you recognise your own potential, your own self-worth, your strengths, your areas to develop but above all to recognise that you are wanted here.

Real - We will always be honest and open with you, we expect the same in return. We will always be the same on your good days and your bad as they all form part of your learning journey with us.

Our expectations of your behaviour are non-negotiable. Any of these which are not adhered to can result in the following action:

- 1) If they (expectations) are not adhered to, a time of 1 or 2 days reflection / exclusion will be given. The number of days will be decided by the Head of AP, Managing Director of Regency Source and the Teaching Team.
- 2) If, after the reflection / exclusion any of the expectations are not adhered to again, the placement will be permanently cancelled.

Signed: \_\_\_\_\_ (Matt Thorne Head of Regency Source AP).

Signed: \_\_\_\_\_ (Helen Redfern MD of Regency Source).

Signed: \_\_\_\_\_ (Student).

Signed: \_\_\_\_\_ (Parent / Carer).

Date: \_\_\_\_\_

## Appendix Three: Home / School Agreement

### **Our Vision**

We are a guide, a support, a place of nurture and care which enables our learners to go beyond what they think they can. We encourage individual interests and expect the best from all who enter – but recognise that your best today may be different to your best tomorrow. Together we achieve.

### **Our Aims**

All our learners are safe and supported, we will support our families as much as we can.

All our learners are provided with a unique curriculum which is personalised, of high quality, engaging and enables them to develop a broader body of knowledge and skills.

Our learners become the best version of themselves as they leave us for the next stage of their journey.

Our learners demonstrate our four values of: respect, routine, recognise, real.

Our learners will understand the value of forming positive relationships.

Our learners become brave, resilient and confident individuals who are able to cope with the multitude of challenges that may come their way.

### **Our Values**

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### **Families will**

Support us in our aims and values.

Ensure their child's attendance and punctuality is appropriate.

Avoid taking holidays during term time.

Notify us if your child is going to be absent.

Support our behaviour contract for students.

Work with us to eliminate all forms of anti-social behaviour including bullying.

Keep us informed of any changes or circumstances which may affect their child.

Attend parents' evenings either face to face or virtually.

### **Students will**

Arrive on time, be ready to learn and engage with us.

Demonstrate our values (including British Values).

Follow guidelines in your behaviour contract.

Complete all tasks set.

Be positive about your achievements.

Talk to us.