

Parent/Carer Information

> Welcome

Welcome to Educ8 Coventry and Warwickshire

My name is Anthony Allen, and I am the Head of School here at **Educ8 Coventry and Warwickshire**.

We have been helping young adults across England to make the most of their education since 2009.

We understand that everyone has different needs, and so our curriculum is personalised to your child's interests and strengths. We provide courses that encourage you to take responsibility for your learning, developing vital skills that will improve your chances at succeeding in employment.

The success you can achieve with us at Educ8 does not stop with exam results. The courses we offer each of our learners also present the opportunity for progression to further education, employment and/or training.

To keep up to date with everything we are doing I would like to invite you to **like and follow us** on **Facebook** [@educ8group](#) and **Instagram** [@educ8alted](#) We make regular posts and display learners' work and achievements*.

We hope you enjoy your time with us and engage in our learning community.

**Subject to the consent being obtained during the referral and induction process.*



> Key Information

Our centre Address:	Educ8 Coventry Moat House Neighbourhood and Leisure Centre Winston Avenue Coventry CV2 1EA
Opening times:	Monday - Friday 9:00 am - 2:45 pm
Travelling to our centre:	If your child is transported to and from our school, please can you ensure they are ready for collection 5-10 minutes before their allocated pick-up time. Could you please also ensure they wear their seat belt and respect the rules outlined by the taxi driver/taxi firm, including eating/drinking and inappropriate language.
Contact information:	If you or your child has any questions or queries, please contact me to discuss. 024 7736 0053 (landline) or 07931 938 089 (mobile) coventry@educ8group.com (email) For additional information about Educ8, including access to policies and procedures, please view our website at www.educ8group.com
Arrival & Sign-in:	On arrival, all learners are required to enter the centre through the main door and sign in at our reception desk. On sign in, learners will be required to hand in their mobile phones to ensure we limit disruption throughout lesson times, and personal belongings to ensure they are not accidentally damaged throughout practical lessons.
Free School Meals (FSM):	We are pleased to offer free school meals to all learners attending our setting. Meal Options: Hot and cold lunch options are available daily from Moat House Cafe, our on-site food provider. Meals are served from the cafe, located on site, during lunchtime. Alternatively, if you prefer, your child is welcome to bring a healthy packed lunch from home. Allergen and Dietary Information: All food provided by Moat House Cafe is clearly labelled with allergen information.

If your child has any **specific dietary needs** or **allergies**, please inform the school office as soon as possible so appropriate arrangements can be made.

Requesting Allergen Details: A full list of allergen information for all menu items is available on request.

To obtain a copy, please contact the school office directly by phone or email.

Key worker:

Your child will be assigned a member of staff as their key worker. This ensures that they can feel confident to discuss any issues or concerns with them.

Health & Safety inc. First Aid:

The Head of School is the registered first aider on site and is responsible for ensuring all first aid supplies are up to date. Other members of the team are also first aid trained. If your child is involved in an accident, you will be notified and details provided.

Safeguarding information:

1. **Statement.** The safety and well-being of all our pupils is our highest priority. We are fully committed to safeguarding and promoting the welfare of children and expect all staff, volunteers, and visitors to share this commitment. Safeguarding your child's well-being is central to everything we do. We have strict procedures in place to ensure that children are safe, supported, and protected. All staff are trained in safeguarding.

2. **Named Designated Safeguarding Leads**

Designated Safeguarding Lead (DSL)

Anthony Allen t: 07931 938 089 e: anthony.allen@educ8group.com

Deputy Designated Safeguarding Lead (DDSL)

Reece Blackmore t: 024 7736 0053 e: reece.blackmore@educ8group.com

Head of Safeguarding

Debbie Payne, T: 07814 447577 e: debbie.payne@educ8group.com

3. **How Safeguarding Works in the School**

- Staff receive regular training
- There is a clear reporting system
- Concerns are taken seriously and acted on promptly

4. **Safeguarding Policies, Information Sharing & Confidentiality.** We work closely with families and external agencies to ensure every child receives the support they need. We may need to share information with professionals if we believe a child is at risk. This may include agencies such as children's social care, early help services, and the police (if appropriate) as part of safeguarding procedures. Our safeguarding and child protection policies are

available on our website, [Educ8 Website](#), or a hard copy can be requested from the school office.

5. **Reporting a Concern:** Please encourage your child to speak to a trusted adult at school if they ever feel unsafe, worried, or upset. You are always welcome to contact us directly with any concerns. See the named DSLs above. Out-of-hours contact is with the Head of Safeguarding, Debbie Payne.
 6. **Pupil Expectations and Support.** Educ8 promotes a safe and respectful environment, which is supported by a thorough induction for learners and through policies such as anti-bullying, online safety & mental health support.
 7. **Online safety** is taught and promoted through the learner journey. Educ8 use a platform for safeguarding, filtering and monitoring. We encourage you, as a parent, to monitor online safety at home. A leaflet on how to support your child will be sent to you separately.
 8. **Worried about a child** - if you have a concern about a child, you can self-refer to **Coventry or Warwickshire Local Authority**.
- Feedback and complaints:**
1. If you feel we could do something better, or you wish to make a formal complaint, or perhaps we have done something that you wish to commend us for, please **contact the Head of School** in the first instance using the contact information above.
 2. If you have a complaint and you do feel it has been resolved effectively, please contact our **Complaints Officer, Tim Warner**, on **07817 641240** or tim.warner@educ8group.com

> Meet the Team

Anthony Allen, Head of School, DSL

Anthony has been working for Educ8 Coventry for nearly 20 years having started as a Sports Instructor, working his way up. He is a keen Football player in his spare time. (DBS# 001729128400)



Reece Blackmore, Deputy Head of School, Deputy DLS

Reece has recently qualified as a level 5 tutor. Reece also plays semi professionally for Coventry United too and supports Chelsea. (DBS# 001850441959)



Stacey Manning, Hair and Beauty Tutor

Stacey has joined the team in January 2022, and works as our hair and beauty tutor. Stacey runs her own hair and beauty salon, called Oh La La, based in Whitley. Stacey has also recently qualified as a level 5. (DBS# 001766610958)



Rachelle Callan, Tutor

Rachelle joined the Educ8 team in November 2023. Rachelle has worked as a support worker in primary schools as well as running her own business. Rachelle has qualified as a level 5 tutor and has since become a tutor within our team. (DBS# 001830041646)



> Learning with educ8

Induction:

All learners receive an induction to the Centre that is documented within a personalised 'Learner Journey Booklet'. This covers a variety of areas, including:

- Safeguarding
- Health and Safety.
- Meeting the team.
- centre tour
- Qualifications and timetable
- breakfast club
- lunchtime activities
- reward scheme
- positive behaviour

The induction period for learners is likely to cover a number of days and will include an assessment of their needs for learning. Objectives and targets will be set.

Subject areas:

Educ8 delivers a range of BTEC qualifications. Typically, our pre-16 learners work within the Level 1 Introductory suite, although in some cases, learners may work at Level 2. Depending on the number of days they are on the programme with us will dictate the size of qualification they receive: Award, Certificate or Diploma.

At our centre, we operate the following subject areas:

- Sport, Health and Social Care, eSport, Hair and Beauty
- Functional Skills Maths and English
- Science
- Personal, social, health and economic (PSHE) education*
- CIAG*
- Literacy Programme*

**This is not a certified course*

G-Suite for Education:

At educ8, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more, used by tens of millions of students and teachers around the world. At educ8, learners will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Clothing & PPE:

Please could you ensure that your child is wearing suitable clothing for the vocational subject they are studying i.e. Sport (tracksuit and appropriate training shoes).

Each course will have its own PPE that is required, and it is important that learners wear this for their protection during activities. If your child refuses to wear the PPE, then, unfortunately, they will not be able to take part in the activity, which could affect their qualification. You will be notified if this is the case.

Timetable:

This is an example timetable:

Times	Monday		Tuesday	Wednesday		Thursday	Friday	
9:00am - 9:15am	Breakfast Club		Breakfast Club	Breakfast Club		Breakfast Club	Breakfast Club	
9:15 am - 10:00 am	Wellbeing Check Registration		Wellbeing Check Registration	Wellbeing Check Registration		Wellbeing Check Registration	Wellbeing Check Registration	
10:00 am- 10:40 am-	PSHE		PSHE	PSHE		PSHE	PSHE	
10:40 am- 10:50 am	Break		Break	Break		Break	Break	
10:50 am- 11:30 am	Maths		Maths	Maths		Maths	Maths	
11:30 am- 11:40 am	Break		Break	Break		Break	Break	
11:40 am- 12:10 pm	English		English	English		English	English	
12:10 pm - 12:45 pm	Lunch		Lunch	Lunch		Lunch	Lunch	
12:45 pm - 1:30 pm	Sport Theory	H&S Theory	Science	E-Sport Theory	Hair and Beauty Theory	Science	Sport Theory	Science
1:30pm - 2:45pm	Sport Practical	H&S Practical	Physical Education	E-Sport Practical	Hair and Beauty Practical	Physical Education	Sport Practical	Physical Education

Break times:

Learners are encouraged to eat breakfast either at home or within our centre.

Trips & Enrichment:

There will be times throughout the academic year when learners will leave our centre to undertake activities, whether that be trips related to their specific subject, work placements, or reward trips.

All outside trips are risk assessed.

There may be times when learners and staff use public transport to access these activities/trips. By taking public transport with our staff it will help promote self-responsibility and improve social skills, self-confidence and will enable them to be more involved with the community.

By giving written consent below, it will mean that when the time does come to take learners off-site, a text alert will be sent to you as a reminder; this works well for both the learner and parent.

Parents evenings:

We host 2 parents' evenings every academic year. The first takes place in November/December and the second in May/June. This will give you and your child a chance to come into the centre to meet the tutors, talk through and have a look at their work, and review their progress. Specific dates will be issued closer to the time.

Rewards & Behaviour:

We promote good behaviour and attendance and ask all learners to comply with our Code of Conduct.

If they fall short, we follow this disruption process:

Low-level disruption - 1-to-1 with key workers, we aim to 'nip it in the bud'
High-level disruption - formal behaviour meeting

Permanent exclusion - last resort

If your child is involved in an incident, we will notify you. It may be necessary for you to attend a behaviour meeting to discuss their actions and agree a suitable plan of action to help improve their behaviour.

Educ8 has a REACH reward scheme that aims to promote positive behaviours. It will operate at all schools. Learners will collect points lesson by lesson based on our REACH standards:

R = Ready to Learn
E = Engage in Lessons
A = Achieve lesson objectives
C = Creative in their work
H = Heroic standard of work and behaviour

For reaching C or H levels, learners will benefit by becoming Ambassadors.

Additionally, they will receive the following if they hit ambassador status multiple times throughout a half-term period.

2 x HT Bronze - lucky dip and choice of lunchtime activity
3 x HT Silver - vocational gift and choice of lunchtime activity
4 x HT Gold - voucher of their choice and choice of lunchtime activity

Head of School: **Anthony Allen**

Head of School signature: *A Allen*

Academic year: **2026/2027**