



Welcome to Your New House!

This book belongs to: _____



What's in This Book?

This book has all sorts of information about your Residential House which we hope you will find useful.

If there is something that we have missed out, or something else you would like to talk about, please ask a member of staff -

We are always here
to help you!

Welcome!

We hope you will feel safe and happy staying at Orchard Manor School. We are really looking forward to getting to know you!

All the staff here are very friendly and we will try to help you any way we can. You can talk to us any time you like, and we are always available.

We will discuss your needs with you and you can help us choose a suitable Key Worker for you. Your Key Worker will work closely with you and ensure you are OK, and that we are meeting your needs.

At Orchard Manor, we like to live by our school values:



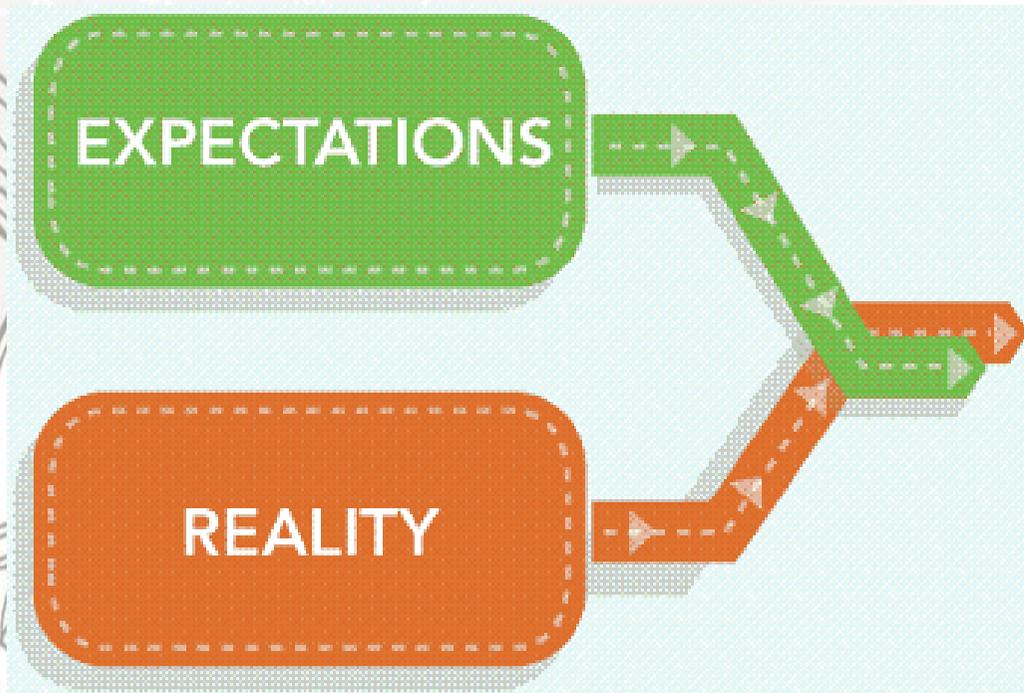
We have very few rules, but we do have some expectations of you - we are sure you will have some expectations of us too!

We hope that you will really enjoy your stay with us and we promise to treat you with respect at all times. We hope that you will be able to treat us in the same way.

Hello! 😊

Our Expectations!

- **KEEP** your room **TIDY**
- **HELP** with your own **WASHING**
- **ATTEND** all **RELEVANT APPOINTMENTS**
- **HELP** with **CHORES AROUND THE HOUSE** like shopping and cleaning



- **GO** to **SCHOOL**
- **RESPECT** other people's **PRIVACY**
- **RESPECT EVERYONE** and treat them how **YOU** expect to be treated
- **WELCOME FRIENDS** into the house, but not behind closed bedroom doors. If staff ask your friends to go, then they must do so

Your House!

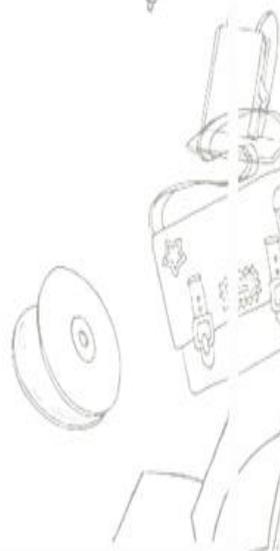
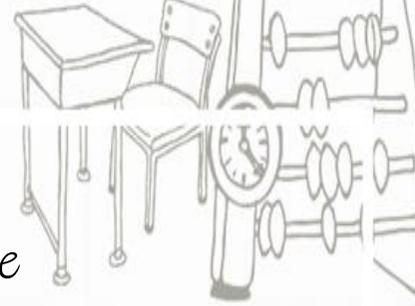
We try to make our houses homely and comfortable, and you will be able to help with decorating and personalising your own bedroom (within reason!)

We take great pride in our houses, and we have expectations of the young people living here. We ask you to **RESPECT** and **LOOK AFTER** these lovely homes.

Each house has lots of space for you to use, either with your friends, or on your own if you need it.

We have spaces to watch TV, rooms with activities like play stations and craft centres, we have chill out rooms and we have places where we can all eat and be together.

Whilst you are here, we will help you to do activities that you enjoy.



Home Contact!

Whilst you are living here with us we will help you keep in contact with the people who are important to you.

This contact may mean home visits, your family visiting you, letters home and phone calls.

On the next page, you will find the telephone numbers of Ofsted and Child Line and a few other useful numbers.

You can also write down your important numbers too.



USEFUL TELEPHONE NUMBERS



Telephone Numbers!

My Important Numbers

Respect!

The young people here at Orchard Manor come from lots of cultural and ethnic backgrounds, and have a variety of different needs, expectations, and abilities.

Everyone should have the same opportunities in life and be treated fairly.

We try to encourage the exploration and expression of differences, and we will help you if you have a particular dietary or religious need.

However, it is not acceptable to talk or behave differently to someone because they have a different skin colour or believe different things.

For example, if you treat another young person unfairly because of their sex, disability, or ethnicity, you will be challenged about this and your reasons behind it.

This applies to our staff as well as all the young people here.



Behaviour!

Whilst you are here, we expect you to show appropriate behaviour towards other young people and staff.

This includes:

- **LISTENING** to other people, as well as having your say
- **NOT** being **AGGRESSIVE** or **RUDE**
- **RESPECTING** other young people's **PRIVACY** by not interrupting their education
- **NOT ENTERING** other young people's **BEDROOMS WITHOUT** their **CONSENT**

ANY
AGGRESSIVE
BEHAVIOUR

towards other young people
or staff

IS NOT ACCEPTABLE!



Bullying!

If, when you are living at our home, you feel you are being bullied (either by another young person, or by a member of staff)

you must speak to someone about it!

**BULLYING IS NOT
ACCEPTABLE!**

Sometimes, in a situation where a group of people live together, bullying can happen.

It is very difficult to stand up to a bully on your own, so you should talk to a member of staff or a trusted adult who will help you.

If you feel unable to discuss this with someone in the house, you could talk to an Official visitor to the house or to your Social Worker.

ALWAYS REMEMBER:

**It is the BULLY that is in the
WRONG!**

**NOT THE PERSON BEING
BULLIED!**



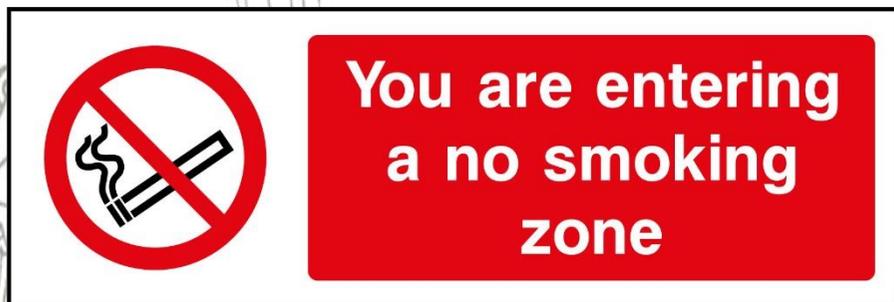
Smoking/Vaping!

By law, no one can buy cigarettes or vapes until they are 18. Members of staff WILL NOT buy you cigarettes or vapes and there is **No Smoking or Vaping anywhere in the school grounds.**

It is well known that any type of smoking can seriously damage your health, especially your lungs and your heart.

If you want help or advice to stop, please speak to a member of staff.

Smoking can also be a fire risk, and an annoyance to others.



Alcohol!



It's against the law to buy Alcohol under the age of 18.

ALCOHOL IS NOT ALLOWED AT SCHOOL AT ANY TIME.

If we find any, we will remove it and we will contact your family or carers.

Drugs!

If a member of staff should find or suspect that there are drugs in the home, they will call the Police.

Drugs are ILLEGAL!



If you feel that you have a problem with drugs and need to talk to someone, please talk to any member of staff. They will try to help you, or put you in touch with someone who can.

You could also contact the
NATIONAL DRUGS HELPLINE on
0800 77 66 00

Where you will be offered free and confidential advice.

Protecting You from Harm!

We want to make sure that you are safe at all times – from people and things that might harm you, including being bullied.

We also want to make sure that you don't put yourself at risk by doing dangerous things like taking drugs, or get involved with dangerous people who could take advantage of you.

If you are not sure about keeping safe, you can talk to a member of staff.

If someone has hurt you, talk to ANY member of staff, your Social Worker, a Commission Inspector or you can use our Complaints Procedure.

If we are worried about you, we may even have to talk to your parents or your Social Worker, or maybe the Police.

In the event of a serious incident, or if you tell us someone has harmed you, there will be an investigation and Social Services and the Police may need to ask you questions.

This is not something to worry about though, as we will support you fully through this.



Going Missing!

Sometimes you may feel like you don't want to be living here... Sometimes you may feel like you don't like living with us at all!

There may even be times when you feel like running away...

The best advice that we can give you is not to do it, because you are putting yourself in an unsafe position.

Instead of running away, try to talk to an adult that you can trust about why you want to run away. They will try and help you.

If you do run away the law says that the staff have to report you missing to the Police.

The police will then contact your friends and family to see if they know where you might be.

So, before all of this happens, come and talk to a member of staff.

Let's **Talk**
about it

Fire Alarms!

Every house has a Smoke Alarm System. Each week these will be tested to make sure they work properly. We regularly practice Fire Drills and you will take part to make sure you can get out of the house in an emergency.

It is **EXTREMELY IMPORTANT** that you **DO NOT PLAY** with the **ALARMS** or take them to pieces. They are for your safety and if they are faulty, we could have a dreadful accident.

Your Fire Assembly Point will be shown to you on your first day and you can write it here: **My Fire Assembly point is HERE!**



Evacuation Procedure

1. When you hear the fire alarm **LEAVE BY THE NEAREST AVAILABLE EXIT** and head out to the **FIRE ASSEMBLY POINT**
2. **DO NOT STOP TO COLLECT YOUR BELONGINGS!**
3. If the fire alarm sounds at night - **if possible** - Collect your dressing gown and slippers before **LEAVING BY THE NEAREST AVAILABLE EXIT** and head out to the **FIRE ASSEMBLY POINT**

My Favourite Things!

Food!

Activities!

Music!

Films!

People!

Hobbies!



My Favourite Photo!

Stick Here!

My Welcome Checklist!

My Name	
My House Name	

When you come here, we need to show you a few things to help you settle in. Once you have been shown them, you can tick them off here:



	Who showed me	Date Done
Welcome & Tour of the House		
My Room		
The Team		
My Key Worker		
The Other Residents		
My House Routines		
Our Activities		
Fire Drill & Assembly Point		
How I Contact Home		
Our School Times		
Concerns/Complaints Book		
The Safeguarding Team		
Independent Visitor Name		
Useful Telephone Numbers		