



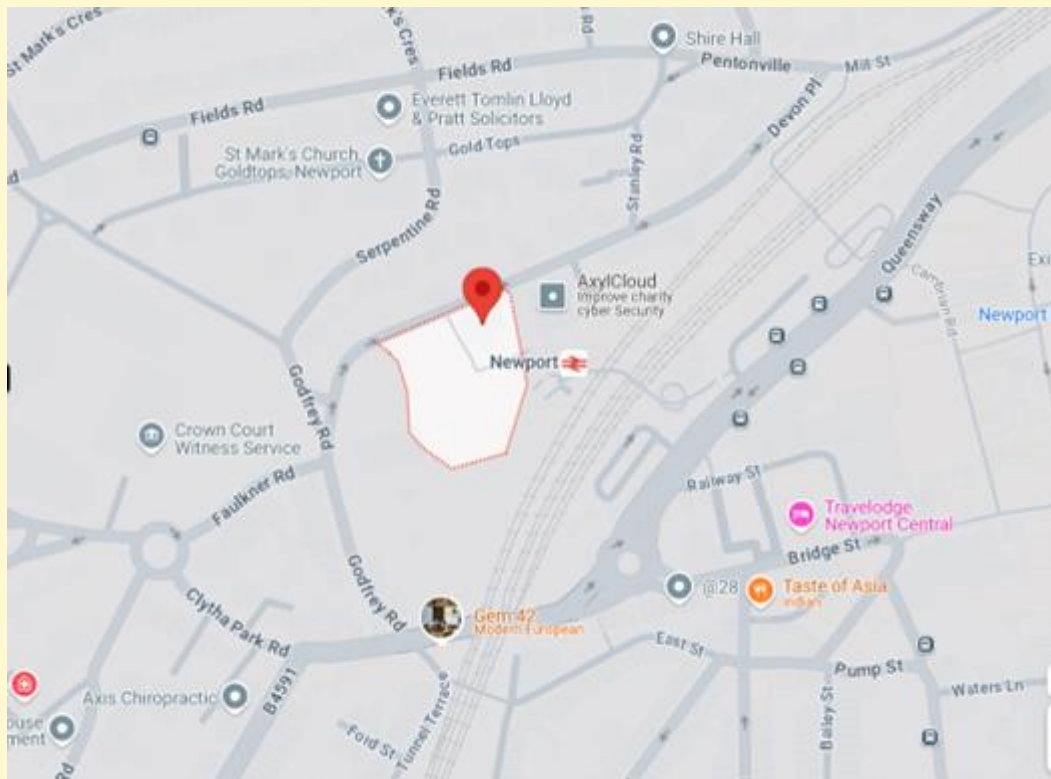
Include Wales School Handbook

2025-2026

General Information

Address:

Include Wales
12 Devon Place,
Newport,
NP20 4NN



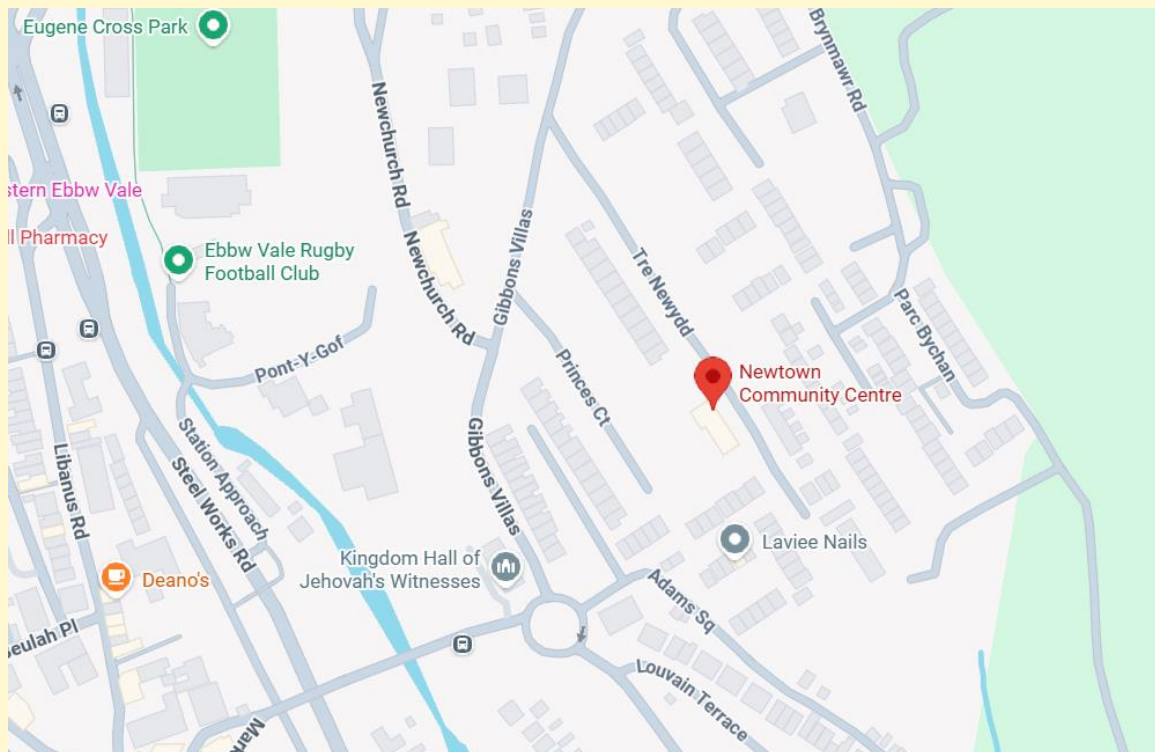


General Information

Address:

Include Wales

Newtown
Community
Centre, Tre
Newydd,
Newtown, Ebbw
Vale, NP23 5FH



CONTENTS

Information for Students

Welcome to Include Wales	4
Our Vision and Ethos	5
Meet the Staff Team	6
What does a typical day look like?	8
What do I need to come to school with?	10
What are your expectations of my behaviour?	11
The Curriculum	12
Safety and Wellbeing	14

Information for Parents

Introduction	15
Our Vision and Ethos	17
Our Team	18
Our Timetable	20
Attendance	22
Transport Arrangements	23
Emergency Closure Procedures	23
The Curriculum	24
Additional Support Needs	27
Behaviour and Rewards	28
Safety and Wellbeing	30
Comments and Complaints	31



Information for Students

Welcome to Include Wales

Welcome to Catch22 include Wales! This handbook will help answer many of the questions you may have about what to expect when you come to school each day. It will explain in more detail who we are and what we do here at include Wales: the people, lessons, opportunities and more.

Include Wales school is a specialist school for learners aged 5 to 14-years-old. We offer students a broad education alongside many extra-curricular opportunities.

Of course, a handbook cannot replace personal contact; that is still the most important form of communication. So, if you need more information on any aspect of school life, please do not hesitate to reach out to any member of our friendly staff team. We are always here for you when you need help.

We are proud of our inclusive school community and hope that, after reading this handbook, some of the fears you may have about coming to our school will be lifted, but if you have more questions, please don't hesitate to ask a member of our team. We look forward to welcoming you!

Best,
Andrew Preedy Headteacher





Our Vision and Ethos

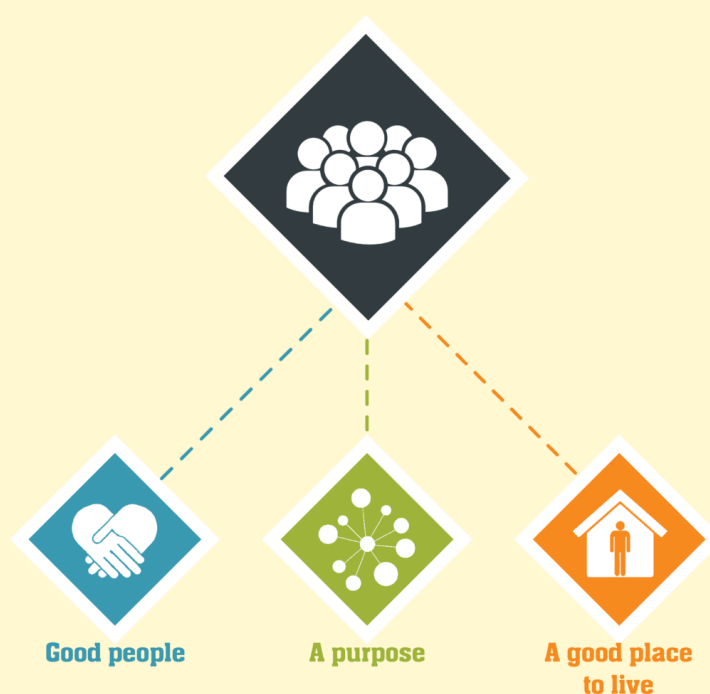
We believe that all young people have the ability to succeed and make the most of the next stages of their lives. That's why our highly committed staff team are dedicated to carrying out our education mission: **to enable young people, like you, to progress and succeed in sustained education, training or employment.**

We do this by:

① Helping our young people to identify and engage with their **purpose**, both through learning in the classroom and in their future life aspirations outside of school.

② Delivering a quality education by skilled, passionate **people** who believe in all you can achieve.

③ Doing so in a **place** that is safe and appropriate for you and your individual needs.



We call these our 3Ps, and we embody them in all of our work to ensure that you are fully supported to achieve your goals.

We work with you on these goals throughout your time at include Wales, with our ultimate aim being to support you back into appropriate mainstream or specialist schooling.

Meet the staff team

We are here to help you get the most out of your time at include Wales and support with your everyday school life.

Headteacher - Andrew Preedy

Deputy Headteacher - Karl Johansson

Assistant Headteacher - Jodie Duggan (Newport)

Assistant Headteacher - Hannah Sillman (Ebbw Vale)

Pastoral Lead - Jordan Taylor (Newport)

Advocate (Family Worker) - Andrew Lewis (Newport)

Teacher - Ruth Hewett (Newport)

Teacher - Richard Thomas (Ebbw Vale)

Teacher - Brandon Woodward (Newport)

Teacher - Chantelle Davies (Newport)

Teacher - Ieuan Pageff (Ebbw Vale)

Teaching Assistant - Samantha Hawkins (Ebbw Vale)

Teaching Assistant - Ellie Eversfield (Ebbw Vale)

Teaching Assistant - Lisa Cheshire (Newport)

Teaching Assistant - Jacob Baker (Newport)

Teaching Assistant - Amal Rashid (Newport)

Teaching Assistant - Lucy Jenkins (Newport)

Karl Johansson

Deputy Headteacher

Email:

karl.johansson@
catch-22.org.uk



What does a typical day look like at Include Wales?

School officially starts each day at 9:30am, but you are permitted to enter school from 9:20am so that it doesn't get too busy. If you arrive after register closes at 9:45am, you will be marked late.

There is a mid-morning break of 15 minutes. In this time, you can play in the outside area or relax in the inside shared area.

Lunchtime begins at 12:15. You are able to bring in your own packed lunch or have one of the sandwich/wrap options provided by us. We will always ask what you like to eat and will help you to make healthy choices each day. At lunchtimes you are able to play in the outside area or relax in the inside shared area.

School finishes at 2.30pm.

A typical day looks something like this:

School day starts: 9:30am

Lesson 1: 9:45am

Break: 10:45am

Lesson 2: 11:00am

Lunch: 12:15pm

Lesson 3: 1:00pm

Lesson 4: 1:45pm

Golden Time: 2:15pm

School day ends: 2:30pm



What should I do if I'm not well enough to attend school?

If you are ill and cannot come into school, your parents should ring the office in the morning to let the school know you will be absent.

There is more information on this for your parents in the Parents section of this handbook.

When you arrive back in school your class teacher will talk to you about any of the learning you have missed. Most importantly we will be really happy to have you back in School as we will have missed you!





What do I need to come to school with?

Uniform

You are able to wear your own comfortable clothes but make sure it doesn't matter if they get a little dirty - we like to do painting and craft activities which can sometimes get a little messy.

Equipment

We will provide you with all the equipment that you need for a day in School, you just need to bring yourself and a smile.



What are the expectations of my behaviour?

In all elements of school life, including all related activities and travel on and offsite, pupils are expected and supported to display attitudes for learning in three ways, **based on the 3Ps:**



Place – be in the correct space as directed by staff.



Purpose – engage with lessons and activities.



People – be respectful of the learning environment and others.



What are your expectations of my behaviour?

If your behaviour, or the behaviour of another student, compromises the safety of others, the school will take action through a variety of processes. On the other hand, where you demonstrates positive behaviour that is kind and/or contributes to a safe and purposeful learning environment, you could be rewarded by receiving stickers and certificates. You can also work towards earning points which turn into prizes at the end of term.

“When I arrived at Catch22 I was really angry with everyone. They have helped me to know how to listen and think about my emotions. I still get angry but don't do the bad stuff as much anymore.”

- Y6 pupil

The Curriculum

The aim of our school's curriculum is to support you to become:

Ambitious, capable learners, ready to learn throughout their lives.

Ethical, informed citizens of Wales and the world.

Enterprising, creative contributors, ready to play a full part in life and work.

Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

We cover a range of topics through the following 6 areas of learning:

- ✓ **Language, Literacy and Communication**
- ✓ **Mathematics and Numeracy**
- ✓ **Expressive Arts**
- ✓ **Humanities**
- ✓ **Science & Technology**
- ✓ **Health & Wellbeing**

We call these the **'4 Purposes'** and they are at the core of our curriculum offer.





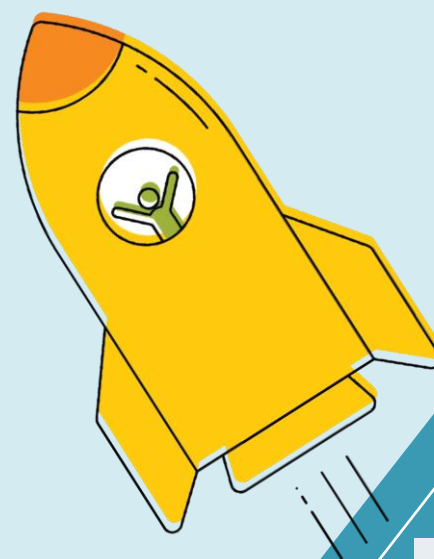
What extra-curricular opportunities will I have?

School council: Our young people have the opportunity to stand for school council election, to represent their peers on importance decisions made at the school.



"I like coming to School because they let me be myself, I have made friends and we like the same things."

– Yr6 Pupil



Safety and Wellbeing

At include Wales, making sure our students are safe and protected is everyone's responsibility.

Who should I talk to if I am worried about something?

If you are worried about the safety or wellbeing of yourself, or somebody else, we encourage you to speak to someone at the school. This can be any member of staff you feel comfortable talking to, however we do have designated teachers responsible for taking a lead on helping keep our school safe:

include
WELSH
SCHOOLS

**catch
22**

SAFEGUARDING

Everyone's Responsibility

If you're concerned about something or someone, or you simply want to talk, speak to one of our Designated Safeguarding Leads:

Andrew Preedy Designated Safeguarding Person (DSP)		Karl Johansson Deputy Designated Safeguarding Person (DDSP)	
Jodie Duggan Deputy Designated Safeguarding Person (DDSP)		Hannah Sillman Deputy Designated Safeguarding Person (DDSP)	

I don't want to talk to someone in person. What should I do?

If you'd prefer, you can also report any concerns you have via our online reporting tool, found within the "Students" section of our school website:

www.includewales.org.uk/report-a-safeguarding-concern

You can find further advice and information on the Safeguarding page of our school website.



Information for Parents

Introduction

Dear Parent /Carers,

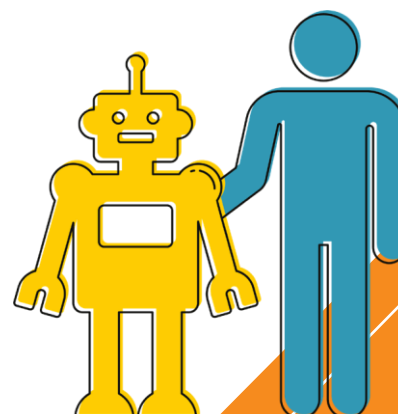
I would like to welcome you to our School Handbook, which we update annually. We hope you find this informative and helpful in providing an insight into include Wales, and in answering any questions you may have.

We are committed to the very best for each and every one of our pupils. Our vision and ethos enable us to provide a student-centred approach to removing the barriers to learning that your child may have experienced. Our aim is to ensure that our pupils are equipped with the skills they need for a successful, happy future and develop into respectful, responsible and resilient individuals.

We pride ourselves on developing strong relationships with our pupils, parents and carers and encourage you to be involved in all aspects of your child's learning.

I look forward to hopefully meeting you, and if you have any questions or concerns please do not hesitate to reach out to myself or any member of our friendly staff team.

Best,
Andrew Preedy, Headteacher



15

Our School

Catch22 Include Wales currently accommodates up to 52 pupils between years 1 and 9. The school offers the National Curriculum for Wales, alongside nurture sessions and extra academic interventions. Our timetable is designed to help children not only with their academic progress but also to address their social and emotional needs.

The school provides up to 25 hours education with the school day starting at 9.30am and ending at 2.30pm, Monday to Friday. The school currently has 5 classes, and the staff are trained in both behavioural and ALN teaching.

Whilst pupils who attend our school may initially present with behavioural challenges, our mission is to support each individual towards the most appropriate educational pathway—whether that involves a return to mainstream education, a move to a specialist setting, or continuing their learning with us—based on their unique needs and circumstances.

Being well trained and passionate facilitators we fully understand the reasons for challenging behaviours can be due to such things as anxiety, low self esteem and confidence; other causes can be due to learning difficulties such as ASD, Asperger's, ADHD, disability or attachment disorders.



How will we communicate with you?

On registration we will ask you to provide an up to date mobile number and email address. We will provide you with the email and phone numbers of the key contacts within School. You will also be given log in details for class dojo which is the main communication point between yourself and the class teacher. We actively encourage regular communication between yourselves and us, the more we know about any positives or any potential issues the more we are able to best support your child.

Our Vision and Ethos

Include Wales is part of **Catch22**, a non-profit organisation which provides full-time alternative and special education at primary and secondary level, to young people aged 5 to 16-years-old across England and Wales. Our schools have an emphasis on transition and re-engagement back into mainstream education or employment.

We believe that all young people have the ability to succeed and make the most of the next stages of their lives. That's why our highly committed staff team are dedicated to carrying out our education mission: **to enable young people to progress and succeed in sustained education, training or employment.**

We do this by:

1

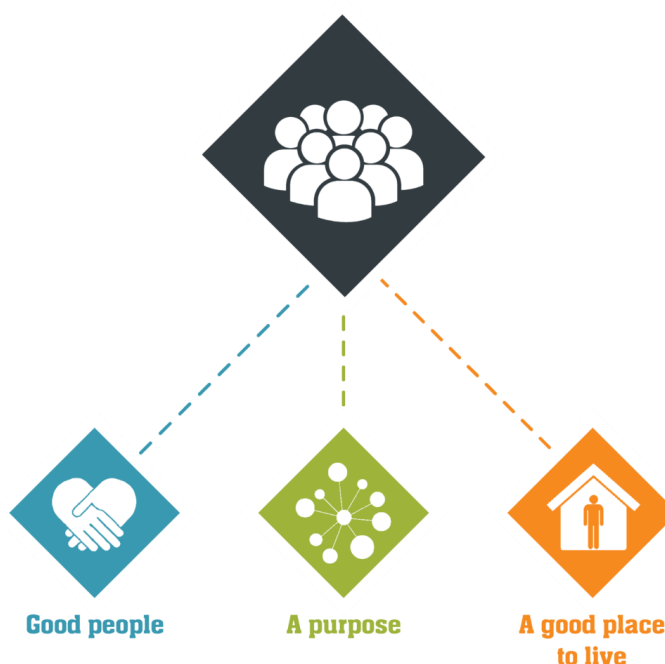
Helping our young people to identify and engage with their **purpose**, both through learning in the classroom and in their future life aspirations outside of school.

2

Delivering a quality education by skilled, passionate **people** who believe in all you can achieve.

3

Doing so in a **place** that is safe and appropriate for you and your individual needs.



We call these our 3Ps, and we embody them in all of our work to ensure that you are fully supported to achieve your goals.

Our team

Headteacher - Andrew Preedy

Deputy Headteacher - Karl Johansson

**Assistant Headteacher - Jodie Duggan
(Newport)**

**Assistant Headteacher - Hannah Sillman (Ebbw
Vale)**

**Pastoral Lead - Jordan Taylor (Newport)
Advocate (Family Worker) - Andrew
Lewis (Newport)**

**Teacher - Ruth Hewett (Newport)
Teacher - Richard Thomas (Ebbw Vale)
Teacher - Brandon Woodward (Newport)
Teacher - Chantelle Davies (Newport)
Teacher - Ieuan Pagett (Ebbw Vale)**

**Teaching Assistant - Samantha Hawkins (Ebbw
Vale)**

**Teaching Assistant - Ellie Eversfield (Ebbw Vale)
Teaching Assistant - Lisa Cheshire (Newport)
Teaching Assistant - Jacob Baker (Newport)
Teaching Assistant - Amal Rashid (Newport)
Teaching Assistant - Lucy Jenkins (Newport)**



Our Timetable

Term Dates 2025-2026



Term Dates

Term	Start	Half-term starts	Half-term ends	End
Autumn	1 Sept 2025	27 Oct 2025	31 Oct 2025	19 Dec 2025
Spring	5 Jan 2026	16 Feb 2026	20 Feb 2026	27 March 2026
Summer	13 Apr 2026	25 May 2026	29 May 2026	17 July 2026

Inset Days

Monday 1st September 2025

Tuesday 2nd September 2025

Wednesday 3rd September 2025

Monday 5th January 2026

Friday 22nd May 2026



The school day:

School day starts: 9:30 am

School day ends: 2:30 pm

Collection:

Most pupils will be provided with transport and this is arranged with your SEN Local Authority officer when a place is granted for your child.

If you would like to bring or collect your child we are more than happy to facilitate this on an individual basis and this can be discussed once a place is allocated.



Attendance



It is the parent/carer's responsibility to ensure their child arrives punctually to school.

If your child is too ill to attend school, parents/carers must phone **01633 720046** before **9:00am** and leave a voicemail with name, reason and estimated length of absence, or the child will be marked as absent without authorisation.

For a young person to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils, and do so by creating a purposeful learning environment and using every opportunity to convey to pupils and their parents or carers the importance of regular and punctual attendance.

We recognise that some pupils are more likely to require additional support to attain good attendance. When the absence cannot be authorised we will offer child centred support to families and implement a range of strategies to support improved attendance.

To promote attendance, the school has systems to celebrate/reward excellent attendance, including; weekly certificates, individual rewards and group rewards such as end of term trips.

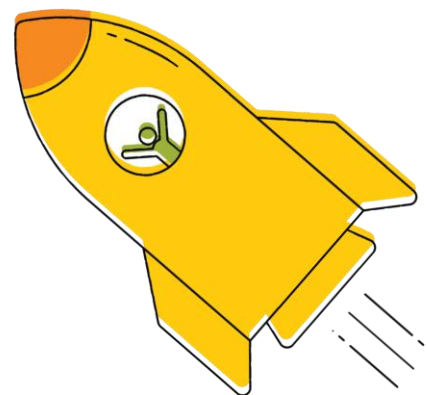
Parents/Carers will be expected to inform the school regarding a pupil's reason for absence. If a call has not been received by 9.30am, a member of staff will contact the parent/carer to establish the reason for absence. Absence longer than a day without parental contact will be treated as a matter of concern and a potential safeguarding issue. Contact will be made and external agencies involved where necessary and as directed by Absence Risk Assessment.

Transport Arrangements

In most cases your child will be allocated transport by your local authority. We will receive notification of the taxi provider and will liaise with them about any School closures.

If your child is too unwell to attend School it is your responsibility to inform the taxi driver before 9am. We recommend that you get both the taxi firm number and where possible the direct number for your child's allocated driver.

Emergency School Closure



The decision concerning the closure of schools due to unforeseen circumstances (such as bad weather) is taken by the Headteacher and arises as a result of safety considerations for pupils and staff.

The Headteacher will attempt to keep parents informed of possible school closures and the duration, if possible. Updates will be communicated to parents via phone, and also published on the school website at the earliest opportunity.

Our Curriculum



To embody our vision, we offer young people a broad and rich learning experience, underpinned by the new curriculum for Wales, that provides them with both the academic skills and qualifications needed to move successfully to the next stage of their lives, and the personal development skills to ensure a fulfilling future.

At a classroom level, we ensure our lessons are differentiated for the needs of each individual learner, and pitched at their working level with the opportunity for stretch and challenge to ensure good progression for all.

The **4 Purposes** of Learning are to encourage young people to be:

Ambitious, capable learners, ready to learn throughout their lives.

Ethical, informed citizens of Wales and the world.

Enterprising, creative contributors, ready to play a full part in life and work.

Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The “4 Purposes of Learning” is at the heart of our new curriculum and will be the starting point for all decisions on the content and experiences developed as part of the curriculum to support our students.

The curriculum at include Wales will be organised into 6 Areas of Learning and Experience:

-  **Language, Literacy and Communication**
-  **Mathematics and Numeracy**
-  **Expressive Arts**
-  **Humanities**
-  **Science & Technology**
-  **Health & Wellbeing**

Extra Curricular

Alongside this broad curriculum offer, our intent is further met with a range of external visits, visiting speakers, focus events and charity days to add to our young people's experience. Our students have the opportunity to engage with:

School council: our young people have the opportunity to stand for school council election, to represent their peers on importance decisions made at the school.

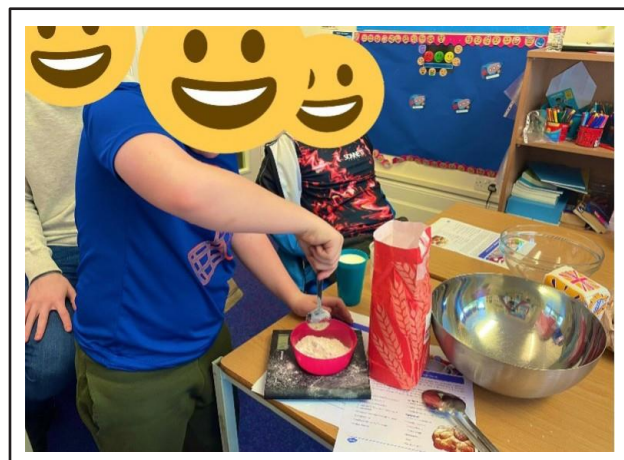
In addition, therapeutic offers to students, dependent upon need, may include:

Animal
Therapy

Lego
Therapy

Motional
interventions
for behaviour

Counselling
service/therapies
offered on-site



Assessment

The Welsh Curriculum sets out the content to be covered and we plan our teaching around these objectives, ensuring skills and knowledge are understood and then built on over time. We also revisit objectives to support moving them to long term memory. We review learning through our marking and formative assessments (assessment for learning), and plan our future sessions based on this.

How formative assessments are made:

- By observations of students at work and on task.
- By interaction with students in completing activities.
- Through pre-planned questioning/discussion with students.
- Through photographing / audio taping learning in progress.
- Through the examination of student's written learning in exercise books.
- When hearing students read aloud.
- Via weekly low stakes mini tests such as times tables and spelling.

“The changes that we see in our pupils is phenomenal, they trust us to support them.

We have an impact on them which helps them in all walks of life, it is a truly rewarding job”

Teacher, Include Wales

Additional Support Needs



Include Wales is committed to supporting pupils with Additional Learning Needs (ALN) and helping them to develop the skills they need to progress to the next stage of their life and learning.

This is done through an Assess, Plan, Do, review cycle. When a student arrives at include Wales, there is an initial assessment. The results of this assessment, together with information from the referring main-stream school or specialist provision, are examined to identify special educational needs. All pupils' progress is then reviewed on a half-termly basis.

Additional Learning Needs are met through:

- In-house Additional Learning Needs Coordinator (ALNCo).
- Learning support assistants.
- Specific, targeted interventions to address both academic barriers to learning and social and emotional issues.
- The interventions are carried out several times a week and can also be used daily for learners requiring intensive support.

ALNCo: Karl Johansson

Outside of lessons, we have advocates on site to work with our students when extra support is needed, and who collaborate closely with home and other services to fully support students both in and out of school. We have trained ELSA staff to support young people with their emotional literacy and have specific interventions to designed to address behavioral needs through Motional. We also have trauma informed schools trained staff.

100%

of surveyed parents agree that include Wales fits their child's needs (2024)

Behaviour and Rewards

We understand behaviour to be a form of communication and a means for pupils and adults to meet their needs. The specific actions a person may take, and the circumstances around them, can vary greatly, therefore the school has a variety of processes which will be used on a case-by-case basis in order to ensure we keep our school a safe place for students to learn. All pupils will have a Behaviour Support Plan and risk assessment which is regularly reviewed and involves the pupils in its production.

In all elements of school life, including all related activities and travel on and offsite, pupils are expected and supported to display attitudes for learning in three ways:

- 1 Place** – be in the correct space as directed by staff.
- 2 Purpose** – engage with lessons and activities.
- 3 People** – be respectful of the learning environment and others.



Staff will also model expected behaviour and, wherever possible, shine a light on pupils' positive behaviour that is kind and/or contributes to a safe and purposeful learning environment.

Our Behaviour Policy intends to enable all of our pupils:

- To learn successfully in a safe and purposeful environment.
- To benefit from tailored behaviour support to enable them to fulfil Their learning potential.
- To be supported by caring, passionate and trustworthy adults who inspire high expectations and aspiration in their pupils.
- To learn and practice how to meet their own needs without harming others.

“When I arrived at Catch22 I was really angry with everyone. They have helped me to know how to listen and think about my emotions. I still get angry but don’t do the bad stuff as much anymore.”

Y6 pupil

Safety and Wellbeing



At Include Wales, making sure our students are safe and protected is **everyone's** responsibility.

If you have any concerns:

If you are worried about the safety or wellbeing of your child, or have identified a concern relating to somebody else, we encourage you to speak to someone at the school. This can be any member of staff you feel comfortable talking to, however we do have designated staff members responsible for taking a lead on helping keep our school safe. They are there to listen to any concerns you might have:

catch 22

SAFEGUARDING

Everyone's Responsibility

If you're concerned about something or someone, or you simply want to talk, speak to one of our Designated Safeguarding Leads:

Andrew Preedy Designated Safeguarding Person (DSP)		Karl Johansson Deputy Designated Safeguarding Person (DDSP)	
Jodie Duggan Deputy Designated Safeguarding Person (DDSP)		Hannah Sillman Deputy Designated Safeguarding Person (DDSP)	

If you'd prefer, you can also report any concerns you have via our online reporting tool, found within the "Students" section of our school website:

www.includewales.org.uk/report-a-safeguarding-concern

You can find further advice and information on the Safeguarding page of our school website.

Comments and Complaints



Include Wales welcomes suggestions and comments from parents and carers, and takes seriously concerns or complaints which may arise, as they can help us to improve the educational experience that we provide.

If parents/carers have a complaint or concern, it is preferred that they contact the Headteacher in the first instance to discuss the matter on an informal basis. In many cases the matter will be resolved quickly, and to the parent or carer's satisfaction, by this means.

Part A: School Level

If the complaint cannot be resolved on an informal basis, then the parent/carer should put their complaint in writing to the Headteacher as soon as possible. The Headteacher will investigate the complaint. The Headteacher will respond to the parent/carer within 10 school days.

The Headteacher will keep written records of all meetings and interviews held in relation to the complaint. The school will also keep a written record of complaints, any action taken by the school as a result and whether they were resolved at the informal or formal stage or proceeded to a panel hearing.

Once the Headteacher is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made, and the parent/carer informed of this decision in writing. The Headteacher will also give reasons for their decision.

Complaints about the Headteacher should be made directly to the Executive Principal or Chief Operating Officer (see part B on next page).



Part B: Catch22 Level

If parents/carers are not satisfied with the Headteacher's response, they should write to the Executive Principal or Chief Operating Officer within 10 school days of the Headteacher's response, via the Complaints Officer of Catch22 at:

Email: Feedback@catch-22.org.uk

Complaints Officer, Catch22
27 Pear Tree Street,
London,
EC1V 3AG

The complaint should clearly identify the main issue(s) of concern and, if possible, indicate the nature of the resolution they are seeking. If the complaint is about the Headteacher, the parent/carer should





**catch
22**

catch-22.org.uk

Catch22 charity limited. Registered charity no. 1124127
Company limited by guarantee. Company no. 6577534

