

STUDENT PROCEDURES

All students must be in by 0830, or by 0900 at the very latest.

This allows us to get on with the day's activities without interruption. Some of the students will be on table duty; they must arrive at 0830 so the tables are ready for when everyone else turns up.

Breakfast will only be served between 0830 and 0900; a rare exception to this may be made, at a member of staff's discretion.

This is to allow the day's activities to begin with the minimum of fuss.

Students must hand their mobile 'phones, CD/game/walkman equipment and sweets to their group leader or a member of staff upon their arrival at the centre, before the start of the day's activities.

Any unnecessary disruption to our day's activities should be avoided.

Dinner money for each student must be brought in each Monday, otherwise their parents or carers will be contacted.

It is important that we collect the money in for the week's food so that enough food can be bought.

It is not permitted for students to visit the shop during the time that the centre is open. All drinks must be brought to the centre before the start of the day.

All students must stay on the premises from when they arrive in the morning until the end of the programme's day in the afternoon, so that we can make sure that all of our students are safe through the day.

Fizzy drinks are not allowed.

When spilled, fizzy drinks make a sticky mess.

Students can only go to the toilet during breaks and not during lessons.

It is expected that students give their undivided attention to their studies during the day.

Once education has finished at the middle of the day, every student is to stay seated. Students must not move until they are told that they may do so.

This will allow food to be served without risk of having it spilled by people moving around.

Students are not allowed into the computer room, the kitchen or the offices without permission.

Walking into a room uninvited is rude and disrespectful, there may be dangers in that room to the young person, there will be expensive objects that will be difficult to

replace and it is very disruptive to members of staff to have young people entering the room where are trying to work.

All students are expected to perform duties; these must be done before students leave the premises.

Every one at FBMF is expected to carry out their work to the best of their abilities and to have the personal motivation and discipline to do this at all times. When students do their duties, they are contributing to the life and work of FBMF and building a better team. These jobs must be done quickly and on time.

Students must not go into the garden area or the entrance lobby without having first been asked to move there by a member of staff.

To make sure that young people are safe, we like to know where they are at all times through the day. It is also not a nice welcome for visitors to find people loitering in the lobby area on their arrival.

NO smoking on premises

Aside from the risk to the individual's health, most people find smoke unpleasant; it damages the building and invalidates the premises insurance.

No running around the centre.

Running in the confined space of the centre is likely to cause injury to the individual concerned and to the breakable item or other person that they collide with.

No fighting, punching or bullying of any kind, including the use of insults – no swearing.

This type of behaviour is intolerable; we expect a higher standard from our young people.

Students viewing any pornographic sites or anything else unsuitable shall be named in group meetings and parents shall be informed

It is not correct behaviour for anyone to view such materials; it is not totally unacceptable in an education setting. It also exposes our system to a greater degree of virus attacks.

All records of students must be reported/ recorded

Staff must ensure that all incidences and occasions are reported to appointed managers (worker in charge) and is recorded in the daily incident book and/ or other recording systems. All other special events or activities must be recorded via use of videoing, photograph or documenting.