



## Student Induction Handbook 2025/2026

- Director: Sharon Mount
- Director: Steve Fuller
- Headteacher: Mark Beaman
- SENDCo/Assistant Headteacher: Jon Hess
- Associate Assistant Headteacher: Marc Henry
- Inclusion Manager: Jay Britton
- Upper Phase Leader: Sandra Cochrane
- Lower Phase Leader: Devon Bobbett



## Cross Keys Learning Student Term Dates 2025/2026

First Day of Term	Last Day of Term
<b>Term 1</b>	
Tuesday 2nd September 2025	Friday 10th October 2025
<b>October Half Term</b> Monday 13th October 2025 – Friday 24 <sup>th</sup> October 2025	
<b>Term 2</b>	
Monday 26 <sup>th</sup> October 2025	Friday 19th December 2025 Finishing at 12:30
<b>Christmas Holiday</b> Monday 22nd December 2025 – Friday 2nd January 2026	
<b>Term 3</b>	
Monday 5th January 2026	Friday, 13 <sup>th</sup> February 2026
<b>Half Term</b> Monday 16 <sup>th</sup> February 2026 – Friday 20th February 2026	
<b>Term 4</b>	
Monday, 23rd February 2026	Thursday, 2nd April 2026
<b>Easter Holiday</b> Friday 3 <sup>rd</sup> April 2026 – Friday 17th April 2026	
<b>Term 5</b>	
Monday 20th April 2026	Friday 22nd May 2026
<b>May Bank Holiday</b> Monday 4 <sup>th</sup> May 2026 and Monday 25 <sup>th</sup> May 2026	
<b>Half Term</b> Monday 25 <sup>th</sup> May 2026 – Friday 29 <sup>th</sup> May 2026	
<b>Term 6</b>	
Monday 1st June 2026	Tuesday 21st July 2026 Finishing at 12:30

# TERM DATES

## 2025 - 2026

# Welcome to Cross Keys Learning

You are in the Tutor Group: \_\_\_\_\_

Your Group Tutor is: \_\_\_\_\_

You have joined the team at Cross Keys Learning who believe you should be treated with dignity and respect that as a young adult, you deserve. We will support and encourage you throughout the school, in return we expect that you will show the same dignity and respect for your own personal and academic development and the staff supporting you.

If there is anything you don't understand, or you are concerned about, please ask your class teachers and LSA's.



## Your School Day:

9:00 – 9:15	Tutor Time & Registration
9:15 – 10:15	Lesson 1
10:15 -11.15	Lesson 2
11:15 -11:30	Break (15 minutes)
11:30 -12:30	Lesson 3
12:30 -13.00	Lunch (30 minutes)
13.00 – 13:10	ERiC (Everybody Reads in Class)
13:10 – 14:05	Lesson 4
14:05– 15:00	Lesson 5

# Attendance & Punctuality

If you are unwell, please ask someone to let us know.



Students must arrive by the agreed start time.



Students are expected to attend every scheduled lesson unless ill, or prior permission has been given. Regular absence will be addressed. If you have an appointment, make sure a copy of the appointment letter or confirmation is provided for the Office Administrator Lisa.





# Cross Keys Learning Uniform



## UNIFORM

Black trousers/knee length skirt

Grey polo shirt with school logo

Grey sweatshirt with school logo

Grey/black/white socks

Black school shoes

Outside clothing should not be worn during lessons.  
No hats coats or hoods in school.



## PE:

Dark track suit bottoms  
/ leggings / shorts  
and  
Cross Keys PE T-Shirt.

No branded items

# Cross Keys Expectations

Bring your own stationery items to school - it's great to have a **cool** pencil case

Put equipment away when you are finished - it's nice to be **helpful**

Don't graffiti - you will be asked to clean it off because we want our school to look **good**.

Be prepared to **try** - we learn best when it's difficult !!

Aim high - earn those **reward** points for the weekly raffle and trips

**Performance** (rewards effort and attainment)

**Perseverance** (rewards focus and determination)

**Politeness** (rewards good manners)

**Positivity** (rewards positive behaviour)

**Progress** (rewards achievement of individual targets)

# Cross Keys Expectations

Only stud or small sleeper earrings may be worn. No other piercings are permitted.  
We ask that necklaces, bracelets and rings are not worn.  
All jewellery must be removed during practical lessons.

Hairstyles should be **smart** and moderate in style. Brightly coloured hair is not permitted, and long hair should be tied up for practical sessions. Excessive hair accessories should not be worn.  
False nails and make up should be discreet.

Bring a **healthy** packed lunch/snacks for break times - you don't want to get hungry.

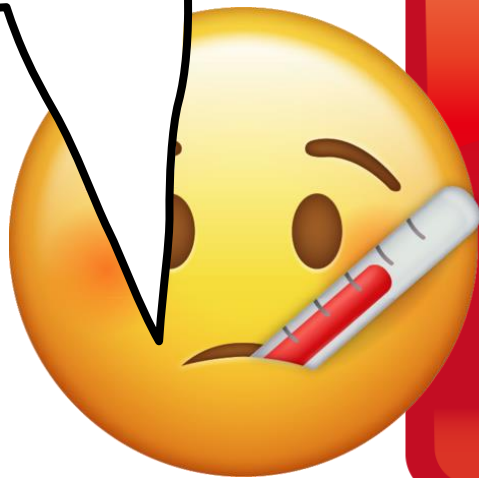
Don't forget that some students may have allergies to **nuts**, therefore products containing nuts must not be brought into school. This includes peanut butter sandwiches.

No eating in class, just bring a drink. No high sugar or energy drinks though. **Water works** !

We don't allow vapes, cigarettes, alcohol or anything dangerous in school - that would be **silly** and illegal

Keep your electronic items at home - if you bring in a mobile phone you must hand it in on arrival and we will give it back to you at the end of the day - **Easy** !

If you feel unwell  
or hurt yourself  
at Cross Keys  
Learning, a  
member of staff  
will help you



First Aid  
Representatives are displayed  
on boards  
around the school. But just ask  
any member of staff who will  
help you.



Be polite and RESPECT others ...



# RESPECT

Avoid making unpleasant comments to others

Don't swear or use abusive/ offensive language.

Tell a member of staff if someone else is being disrespectful

Talk to a member of staff if you are concerned about a situation, your DSL (Designated Safeguard Lead) is **Mark Beaman**.

Respect equipment and property by treating it with care. We will expect you to pay for deliberate damage to property. Should anything break accidentally then inform staff.



## Breaks and Lunchtimes

Break times are 11:15-11:30 and 12:30-13:00. They must be held in the designated areas; your staff will discuss these with you during induction.

Remember we all have a duty and responsibility for Health and Safety- please make sure you are where you should be in case of a fire alarm.

We encourage healthy eating and hope that your packed lunch choices reflect this.

# TimeOut

If you need time out, use the 'time out' area sensibly. Please ask your teacher and return to your learning in an appropriate and timely manner.

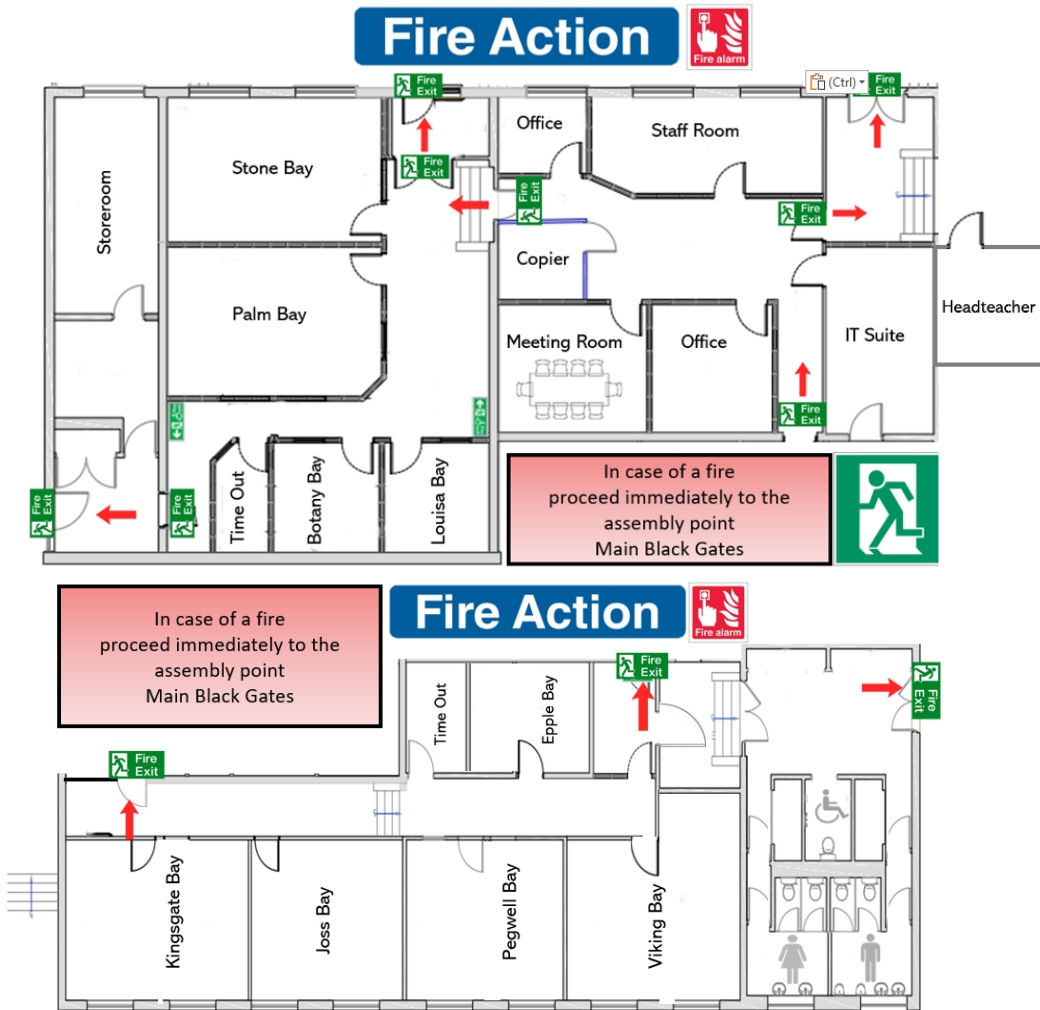


# Fire Procedures



If you hear the fire alarm:

- Leave the building immediately following the fire evacuation signs. **DO NOT WAIT TO GET YOUR BELONGINGS**
- Report to the assembly point in the outside area for a roll call (Broadstairs), Car Park (Womenswold)
- Do not return to the building unless told to do so by Cross keys Learning Staff.
- We will be running some practice fire drills - so you know what to do if there is an emergency.



Make sure you are familiar with the fire action plans that are placed around the building

# Security, Lost Property & Valuables



- Do not bring valuable items on site with you, we cannot be held responsible if they get lost or stolen.
- Mobile phones are not permitted at Cross Keys Learning so it is safer to leave them at home. If you must bring them, they will be held in the office for the duration of the school day.
- Please give any property you find to a Cross Keys member of staff.

## Health & Safety?



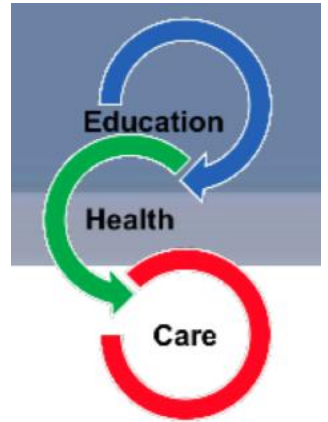
- We all have a responsibility toward those around us and to ourselves to ensure that we remain safe in our everyday environment. If you see anything that could be a danger to people, report it immediately to a member of staff.
- Knives and sharp items are not permitted on site, if you are found with anything of this nature it will be dealt with seriously.
- Never misuse equipment or tamper with things provided for safety purposes such as fire extinguishers.



# Education, Health & Care Plans – EHCP's

## EHCP

- Your EHCP is a legal document that outlines what you need to support you with your education, health and care. This document is yours and will stay in place up until the age of 25.



## EHCP reviews

- At Cross Keys Learning your **EHCP** is reviewed once a year. We will also carry out two 'in year reviews' which will focus on your targets and goals and how well you are progressing.
- You are an important part of this process, and we expect you to take part in your target setting.

## Progression

- We have a commitment to support every student in ensuring that they can progress academically, so you are able to gain the qualifications you need to move onto a traineeship, supported internship, apprenticeship, employment or a further academic courses at the end of your studies at Cross Keys Learning.
- Throughout your time with us there will be opportunities to have a careers interview, visit job fairs and further education events, attend work experience, open days, and talks on a variety of subjects. All of these will offer you a great deal of guidance.

# Safeguarding Team

- Everyone at Cross Keys Learning cares about your welfare.
- The Safeguarding Team is always here for you to talk to.
- Don't feel like you need to keep anything to yourself.
- Safeguarding is everyone's responsibility.
- If you feel unsafe, concerned, or worried about anyone, speak to your teacher or member of the Safeguarding Team so they can offer help and support.



**Jay Britton**  
Deputy Safeguarding Lead  
Inclusion Manager



**Sharon Mount**  
Deputy Safeguarding Lead  
Director



**Steve Fuller**  
Deputy Safeguarding Lead  
Director



**Mark Beaman**  
Designated Safeguarding Lead  
Headteacher



**Marc Henry**  
Deputy Safeguarding Lead  
Associate Assistant  
Headteacher



**Safeguarding is**  
**Everyone's**  
**Responsibility**



# HELP us to keep you safe...

It is important that the school environment is safe for everyone.



All staff employed by the school will wear Staff ID cards with **GREY** lanyards



Visitors with **YELLOW** lanyards have been checked by the school and may be seen working with some of your peers.



Visitors with **RED** lanyards have been signed in by staff - they should NOT be in school unless accompanied by a member of staff with a **GREY** Lanyard.

**If you see a visitor with a RED Lanyard without a member of staff report them immediately to a member of staff.**

**NO** Visitors should be in the school without a lanyard - If you see anyone unfamiliar or without a lanyard report them **IMMEDIATELY** to a member of staff.

Bullying **will not** be tolerated at Cross Keys Learning If you feel you are being bullied, you can speak to a member of staff who will help to resolve the issue. If you are bullying... we will speak to you!

# Types of BULLYING

## PHYSICAL Bullying

Hitting, kicking,  
pinching

Spitting

Tripping/pushing

Taking or breaking  
someone's things

Making mean or rude  
hand gestures

## VERBAL Bullying

Name calling

Insults

Teasing

Intimidation

Homophobic or  
racist remarks

Inappropriate sexual  
comments

Taunting

Threatening to cause  
harm

## SOCIAL Bullying

Lying & spreading  
rumours

Leaving someone out  
on purpose

Telling others not to be  
friends with someone

Embarrassing  
someone in public

Damaging someone's  
social reputation or  
relationships

## CYBER Bullying

Posting/sending  
hurtful texts emails or  
posts, images or  
videos

Making online threats

Imitating others online  
or using their log-in

Deliberately excluding  
others online

Spreading nasty  
gossip or rumours