Student Induction Handbook 2026/2027



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

Cross Keys Learning Student Term Dates 2026/2027

First Day of Term	Last Day of Term
Term 1	
Tuesday 2nd September 2026	Friday 16th October 2026
October Half Term Monday 19th October 2026 – Friday 30th October 2026	
Term 2	
Monday 2nd November 2026	Friday 18th December 2026
Christmas Holiday Monday 21st December 2026 – Friday 1st January 2027	
Term 3	
Monday 4th January 2027	Friday, 12th February 2027
Half Term Monday 15th February 2027 – Friday 19th February 2027	
Term 4	
Monday, 22nd February 2027	Thursday, 25th March 2027
Easter Holiday Friday 26th March 2027 – Friday 9th April 2027	
Term 5	
Monday 12th April 2027	Friday 28th May 2027
May Bank Holiday Monday 3rd May 2027 and Monday 31st May 2027	
Half Term Monday 31st May 2027 – Friday 4th June 2027	
Term 6	
Monday 7th June 2027	Tuesday 20th July 2027

TERM DATES 2026 - 2027

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 – 14:00	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.





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.

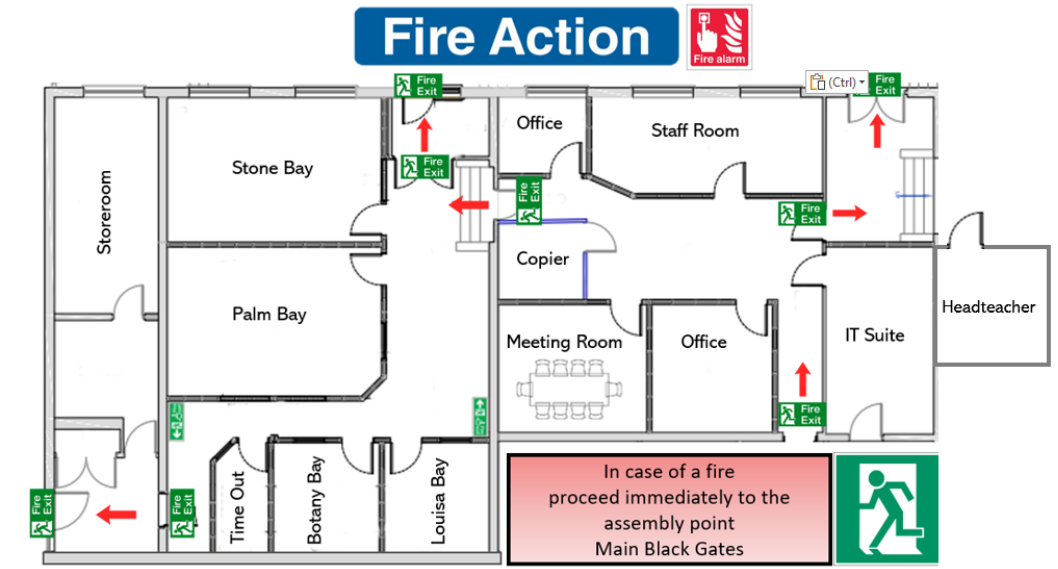
We encourage healthy eating and hope that your packed lunch choices reflect this.



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







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



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.

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?

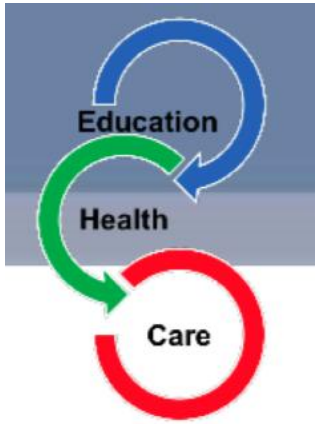




- We all have a responsibility toward those around us and to ourselves to ensure that we remain safe in our everyday environment. If you see anything that could be a danger to people, report it immediately to a member of staff.
- Knives and sharp items are not permitted on site, if you are found with 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 fayres 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.

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

🔐 What is Safeguarding?

Safeguarding means:

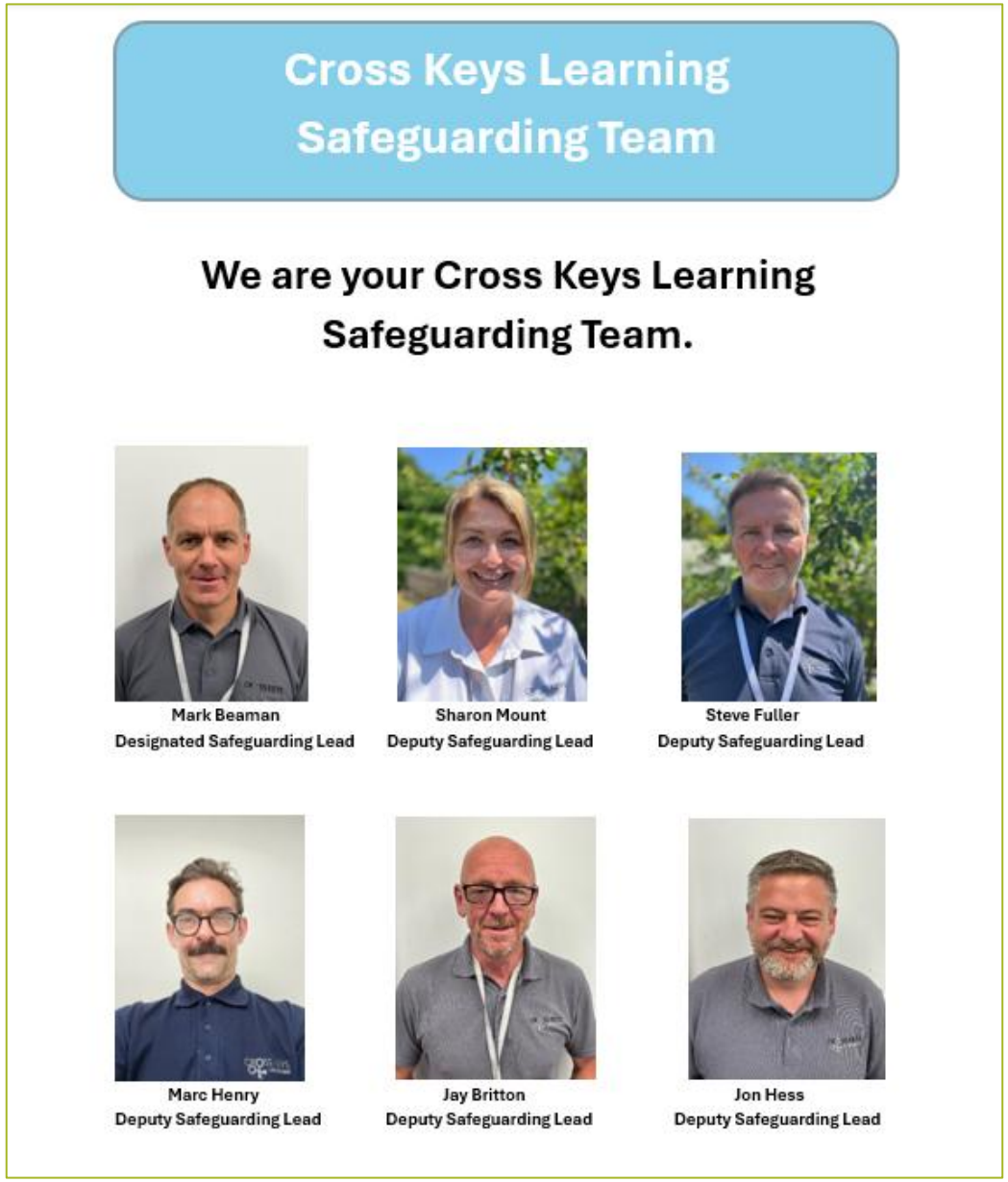
- Protecting you from harm
- Helping you feel safe and supported
- Making sure adults step in if something isn’t right

Who Can Help Me?

We are your Cross Keys Learning Safeguarding Team.

We are all here to keep you safe.

You can talk to any of us if you are worried about anything or anyone, we are all here to help.



But, you can speak to any adult in the school if you are worried

Remember...
You do not have to wait until something is serious.

Small worries matter too.

⚠️ When Should I Speak Up?

- Tell an adult if:
- Someone is hurting you or making you feel scared
- You are being bullied or threatened
- Something feels wrong at home, school, or online
- Someone asks you to keep an unsafe secret
- A friend tells you they are not safe
- 🗣️ Speaking up is brave. You will not be in trouble

💬 What Happens If I Tell Someone?

- An adult will listen carefully
- They will take you seriously
- They will try to help and keep you safe
- They may need to share information with other adults who protect children
- ✅ This is to help you, not to get you into trouble

🌐 Staying Safe Online

- The internet is useful, but it’s important to stay safe:
- Don’t share personal details or photos
- Be careful who you talk to online
- If something online makes you uncomfortable — tell an adult
- Never feel pressured to send images or messages

- 📱 If it doesn’t feel right, it probably isn’t.

🤝 How We Treat Each Other

- At our school:
- Bullying and abuse are not OK
- Harassment and unkind behaviour are not accepted
- Everyone has the right to feel safe — no matter who they are
- Respect and kindness matter.

Be polite and RESPECT others …



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 accidently then inform staff.