



Parent Handbook



Community



Courage



Compassion



Competence

INTRODUCTION

Dear Parents/Carers,



Welcome

- Welcome to Newbridge Learning Community. Our staff team are really looking forward to getting know all our pupils and yourselves as parents, carers over the coming months and years and we are excited to welcome your pupils into the Newbridge school family.



MISSION

Our Mission

- At Newbridge, our staff team have a passion for bringing the best out of every pupil and showing your child that they are better than they ever knew, find their hidden talents and gifts and develop them over the course of their five years of being with us at Newbridge.



Our Approach

- Newbridge will provide the best care and education for young people with Social, Emotional and Mental Health (SEMH) needs. Unconditional care will be at the heart of everything that we do in order to create a school that is safe, caring and full of encouragement based on the ethos that, 'We are all better than we know'.
- For reengagement to take place, we have to create the feeling of a school family where genuine relationships between pupils, staff and families are supported by strong pastoral care where each pupil is nurtured, feels safe, and is fully accepted and valued.



Vision for Teaching and Learning

- Our vision for teaching and learning is to make learning exciting, relevant and engaging. For this to take place, we need outstanding teaching which captivates students' interests, makes learning relevant and celebrates every snippet of success with a focus on the whole school development of literacy and numeracy skills. Our school philosophy has always been to ensure that our whole team have the highest ambitions for your children and instil belief in every child from the very start of year 7 so they flourish and leave with the best qualifications possible.



Extra-curricular Provision

- Your child will thrive through extra-curricular provision which provides opportunities beyond the classroom where they can build their confidence, leadership skills and develop their unique talents and gifts including school rock band, musical competitions across the borough, music recording and production, Duke of Edinburgh programme, city trips, theatre and museum visits, sporting competitions within the community, entry into the FA Football Leagues, as well as a varied trips and outdoor residential programme. Hopefully, these experiences will be life-transforming, help build that 'can-do' attitude that they carry into adulthood and be school memories that last a lifetime!

Our Four School Values

Our school vision is underpinned by the following values which I feel provide a solid foundation for all moral and academic expectations for both staff and pupils:

NEWBRIDGE L.C.

Our Values and Expectations





Community

1. **Respect each other** and **build friendships**.
2. Be a **team player** in and **out of class**.
3. **Look after our school, our neighbours** and people in our **community**.



Courage

1. Be **brave**, try **new things** and **don't give up**.
2. **Believe, achieve** - you're **better** than you know.
3. **Tell the truth**, **own up** and **make things right**.



Compassion

1. Be **kind** and **help others**.
2. **Show patience, tolerance** and **understanding**.
3. **Forgive** and **move on**.



Competence

1. **Show up on time** and in **smart uniform**.
2. Do your **best** to **discuss clearly** and **answer confidently**.
3. **Try your best** to **solve problems** and **complete tasks**.

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COMMUNITY • COURAGE • COMPASSION • COMPETENCE



Our Staff Team

- Our staff are humble, approachable and have the empathy to relate naturally to your children and yourselves as parents/carers. We look forward to working together to support your child and you will see that our team will always go the extra mile for both yourself and your child. We have a committed staff team who have the highest levels of care, commitment and professionalism.

The Handbook

- The information in this handbook relates to all aspects of school life - however it is only a starting point. Parents are always welcome to discuss any aspects of their child's education and or welfare and to share any information with us.
- We look forward to working with you and hope you see that we invest our time and energy in the most important resource in achieving our goals: people! Our staff, our pupils, our partnership with yourselves, governors and the Local Authority are all the essential pieces to the jigsaw that provides your child with an education that transforms their lives for the better for generations; at the same time, developing them as caring and responsible members of the community and, most importantly, happy individuals.

Description of Newbridge Learning Community



- Newbridge Learning Community is a secondary SEMH school (social, emotional, mental health), provision by Wigan Children and Young Peoples Service (CYPS). It is a very impressive and purpose-built state of the art school catering for the needs of 88 pupils.
- Newbridge Learning Community functions holistically and will support pupils and their families giving them opportunities to achieve, succeed and overcome their difficulties.



Teaching and learning

- Pupils have an entitlement to a broad, balanced and relevant curriculum, which effectively meets their learning needs and prepares them for continuing education and preparation for life at post 16.
- College, vocational and off-site links are a very necessary part of the school's on-site provision. A focus on key skills together with literacy and numeracy skills are vital if pupils' independence are to be encouraged and developed.



Pupil support and well-being

- All pupils have an Educational Health Care plan because of presenting behavioural, emotional and social difficulties. These difficulties impact significantly on a pupil's ability to learn.
- Each pupil will have an allocated Pupil and Family Partnership (PFP) worker who will work in close partnership with other agencies, teachers, families and of course the pupils themselves.
- As a priority, we aim to provide appropriate multi agency support and a behavioural and pastoral framework, which will meet these needs, as without this effective learning, progress is not possible.



Aims and Objectives

Aims: To ensure that all pupils within the school can be supported in their family or home environment as well as in school.

Objectives

1. To provide a school based, child centred service that can lead Early Help and facilitate multi-disciplinary involvement with the young people concerned to ensure appropriate services are made available to meet assessed/identified need.
2. To work as a team, to improve your child's wellbeing and overcome challenges which impact on learning and progress.
3. To provide support to parents and carers to help them to gain confidence and develop skills in fulfilling their responsibilities as parents and so promote the well-being of their son/daughter.
4. To promote whole school approaches within a multi-disciplinary team (Teachers, HLTAs, TAs, admin, PFPs) with a view towards including all pupils positively within school life.
5. To work collaboratively with external agencies in order to support your child.
6. To develop individual action plans and programmes to work to provide targeted support and challenge for your child.
7. To help your child cope with their emotional, behavioural and social difficulties by providing a range of interventions and organising access to additional support services.
8. To offer opportunities to all pupils out of school hours to engage in a variety of enjoyable activities e.g. boosters, individual work with pupils, after school clubs, trips etc.

School Calendar including holiday dates, school hours and break times.

Newbridge Learning Community
2025-2026

September 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

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12	13	14	15	16	17	18
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November 25

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30						

December 25

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26

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March 26

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29	30	31				

April 26

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May 26

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24	25	26	27	28	29	30
31						

June 26

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28	29	30				

July 26

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

August 26

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23	24	25	26	27	28	29
30	31					

Academic Year Calendar

	STAFF INSET DAYS(SCHOOL CLOSED FOR PUPILS)
	HOLIDAYS
	BANK HOLIDAY
	TERM TIME

Events

	Term dates summary:
	Term 1 01 September to 24 October 2025
	Term 2 03 November to 19 December 2025
	Term 3 06 January to 13 February 2026
	Term 4 23 February to 02 April 2026
	Term 5 21 April to 22 May 2026
	Term 6 01 June to 17 July 2026
	Half Term Weeks (school closed to pupils)
	Monday 27th to Friday 31st October 2025
	Monday 22nd to Friday 2nd January 2026
	Monday 16th to 20th February 2026
	Tuesday 07th to Friday 17th April 2026
	Tuesday 26th May to Friday 29th May 2026
	Monday 20th July to Friday 31st August 2026
	Bank Holiday and Public Holidays 25/26
	Christmas Day Holiday 25th December 2025
	Boxing Day Holiday 26th December 2025
	News Years Holiday 1st January 2026
	Good Friday 03rd April 2026
	Easter Monday 06th April 2026
	May Day Holiday 04th May 2026
	Spring Bank Holiday 25th May 2026
	Summer Bank Holiday 31st August 2026
	STAFF INSETS DAYS (school closed to pupils)
	Monday 01st September 2025
	Monday 5th January 2026
	Tuesday 20th April 2026

Newbridge Learning Community School Day

September 2025



Monday to Thursday

8:30 - 9:00 - (Breakfast club) Registration

9:00 - 9:20 Reading

9:20 - 9:35 - Morning mile/Morning moves

9:35 - 10:20 - Period 1

10:20 - 11:05 - Period 2

11:05-11:15 - Break

11:15-12:00 - Period 3

12:00-1:00 - Dinner

1:00-1:10 - Registration

1:10 - 1:55 - Period 4

1:55 - 2:40 - Period 5

2:40-2:45 - Form/Taxis

Friday's - All pupils finish at 1:55pm



Staff

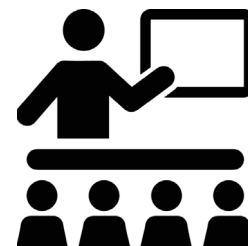
Senior Management Team

Paul Appleton	Headteacher
Clare Byrne	Deputy Headteacher (SENCO)
Ashley Martindale	Business Manager
Dawn Robson	Pupil and Family Partnerships Manager (DSL/Pastoral Lead)
Paul Ainscough	Subject Leader (Science), House Leader



Teachers

Katy Lowrey	Subject Leader (Maths)
Ian Gilbertson	Subject Leader (DT/ICT)
Heather Norton	Subject Leader (Expressive Art)
Caroline Farrell	Teacher (Head of English)
Helen Pugh	Teacher (Head of Humanities/ SENCO)
Katie Verinder	Teacher (Science)
Alex Anderton	Teacher, Head of PE
Oliver Macneil	Teacher (Enrichment Lead)
Nicola Williams	Teacher (Food Technology)
James Turner	Teacher (PSHE/ Careers Lead)



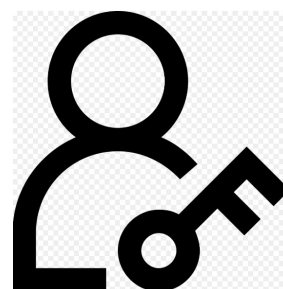
Teaching Assistants

Suzanne Donagain	(HLTA)
Jennifer Wareing	(HLTA)
John Thorpe	(HLTA)
George Meadows	(HLTA)
Daryl Martin	(HLTA)
Emma Davies	(HLTA)
Cathie Barker	(TA)
Sue Hutson	(TA)
Jackie McCarthy	(TA)
Joy Jones	(TA)
Katherine Kershaw	(TA)
Chloe Sharratt	(TA)
Hayley Caie	(TA)
Leanne Owen	(TA)
Rebecca Lee	(TA)
Megan Knox	(TA)
Stacey Mortimer	(TA)
Anne-Marie Porter	(TA)
Connor McKeown	(TA)
Joshua Otchere	(TA)
Sophie Milward	(TA/Science Technician)



Admin, Specialists & Site Management

Emma Lloyd	HR & Finance Officer
Leanne McQuade	Administrative Officer
Kelly McNicholas	Clerical Officer
Malcolm Donaldson	Site Manager
Duane Gibson	Maintenance Technician
Paul Abbott	Senior ICT technician
Cath Bessell	Emotional Health & Well-being Learning Mentor (Deputy DSL)



Pupil & Family Partnership Team

Nadine Morris	Pupil & Family Partnership caseworker
Kerry Furey	Pupil & Family Partnership caseworker
Lisa Murray	Pupil & Family Partnership caseworker
Michelle Neale	Pastoral Support worker



School Governors

Mr Mike Inman	Chair of Governors, SEND
Mrs Ann Finnigan	Vice Chair, Pupil Premium/Curriculum
Mr Chris Bennett	Safeguarding & Child Protection
Karen Newton	Health & Safety/Premises
Ms Barbara Bennett	Children Looked After
Mr Paul Appleton	Headteacher
Mr Malcolm Donaldson	Staff Governor/ Pupil Voice
Mr Rob Mckeever	Co-opted Governor
Mr Karl Whelan	Co-opted Governor
Claire Lawson	Governor (Careers)
Mrs Michelle Mottram	Parent/Team Team Governor



Communication

- Communication is very important and is key to having a child that will achieve in all areas. A strong relationship will be made between parents, keyworkers and teaching staff.
- We have an open-door policy and will always try to see parents/carers at any time. It would, however be useful for parents to make an appointment so we can make sure key people are available.

Communication



There are many ways that we will communicate with you:

1. **Home visits** - We will always try to pre plan a home visit. The frequency of the visits will be match the level of need and situation/circumstances.
2. **Telephone calls** - Your allocated keyworker will often contact you by phone as will other staff within school. It is important that we have up to date information about how to contact you in an emergency. **If you change telephone numbers please let us know immediately.**



3. **Letters** Letters are frequently sent home for various reasons, if we need letters signing for any reason i.e. consent to activities, photography etc we will try to send these via your allocated keyworker.
4. **Arbor Parent Portal:** letters, newsletters and any consent forms along with any general broadcast messages will be uploads for all parents to access regular.
5. **Our website** is regularly updated with useful information.
6. **Parents evening/events** - We are committed to having excellent relationships with parents/carers and hold events at least every term. In addition, we have an established Parent Group who endeavour to meet every half term. These sessions are varied and include guest speakers and craft sessions so we would love you to join us. We will also offer opportunities for you to discuss your child's progress with the class teachers.



7. **Annual Review** The annual review of a child's EHCP is a legal requirement. The purpose is for people involved with the child to discuss progress towards meeting the targets set in the plan, set new outcomes and to ensure that the EHC plan and placement remain appropriate. Parents are always invited and encouraged to attend these meetings and support with transport can be arranged if required.

School Uniform:

Please refer to our School Uniform booklet.



Attendance



- Attendance is a high priority in school as pupils have to be in school in order to make progress and build positive relationships with staff and peers.
- Pupils will be recognised and rewarded for consistent attendance as we believe good attendance sets pupils up for the working world.
- If for any reason your child is unable to attend school, it is vital you contact us as early as possible. We are obliged by law to keep a record of reasons for all absences.
- We cannot authorise parents/carers taking children out of school for holidays during term time.
- Long or frequent periods of unauthorised absence will have to be referred to the Enforcement Team; this could result in prosecution which could result in a fine or, in extreme cases, a custodial sentence.



Transport

- Each pupil attending NLC their own unique transport option. This can vary from independent travel, bus, bicycle, walking or taxi.
- You will be clearly informed of your child's transport option prior to their start at NLC.
- It is an expectation that, as they progress, some independent travel will be encouraged in order for them to develop this important life skill.
- Your child will have the opportunity to have a free bus pass with parental consent given.
- If at any time, you have concerns about any aspect of your child's transport option, then please contact us immediately and ask for Dawn Robson or your Pupil Family Partnership worker.



Accidents and Emergencies

- During the pre-placement meeting visit we would have obtained from you a list of contact telephone numbers, home addresses and email addresses should we need to get in touch with you or another responsible adult in an emergency.
- For this reason, is vital that all information is kept up to date.
- Please inform us immediately of any changes so we can amend our records.



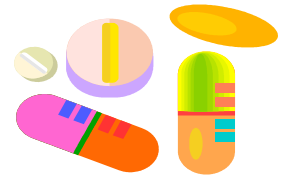
Child Protection/Safeguarding

- Sometimes a child may tell us that they need help with a problem at home. This may mean that we have to contact social care.
- We always try to work in partnership with parents and families and will keep you informed as much as we possibly can.
- We have a child protection policy document, which is available for you to see at any time.
- We are also part of Operation Encompass, which means that if the Police have been called out to a family home due to domestic incident, the safeguarding lead will be informed the following day so that your child can be supported following the incident whilst in School.
- The Designated Safeguarding Lead at Newbridge is Dawn Robson, Cath Bessell is the Deputy Designated Safeguarding Lead.
- If you are worried about anything you can contact them on the following number 01942 369770



Medication

- We have a school medication policy, which has clear guidelines. The only medication that we can administer must be prescribed by a doctor, be in the correct packaging and we must have written/signed consent.
- Every care is taken to administer medication correctly, however, this is carried out at parents own risk.



Medication

Parents are responsible for:

1. Providing written consent for the administration of medication.
2. Ensuring we have written instructions of how and when medication is to be taken.
3. Sending medication into school in a safe manner and **in the box with full name**.
4. Contact school to inform of any changes in dosage or medication - complete a new consent form.



Anti-Bullying

- At Newbridge LC we are committed to a zero tolerance on bullying and have an anti bullying policy in place so that any incidents can be dealt with appropriately and all pupils feel safe and confident in speaking out.
- If you feel your child is a victim of bullying, please contact us immediately in order that we can act to resolve the situation. See our anti-bullying advice leaflet for parents/carers.



Complaints

- If for any reason you are unhappy with any aspect of the service at Newbridge Learning Community then you have the right to complain.
- There is a complaints procedure in place, which is available on request.

Statutory Rights

- For your information - as part of the statutory obligations we are required to deliver Morals and Ethics Education as part of the curriculum.
- However, as parents, you have the right to withdraw your child from this if you wish.



Positive Handling

- On occasions, it may be necessary for a child to have to be held using guide and outside approach to a safe space.
- This would always be a last resort and will only be used if the child is behaving dangerously towards others, themselves or property.
- Each member of staff at Newbridge Learning Community has undertaken training in behaviour management and Team Teach techniques.
- Physical interventions will be recorded and parents/carers informed as soon as possible.
- We have procedures in place, which as a parent you are able to see at any time.



Re-integration/Inclusion

- Progress for each child is reviewed regularly, targets are set and their achievements are recorded. At the child's annual review, or sometimes sooner, progress and placement are discussed.
- If it is felt that progress has been made and there is a possibility of them succeeding and coping within mainstream then a placement will be sought and initially supported by key staff.
- At all stages, the needs of the child are paramount.



Access

- Newbridge Learning Community is fully accessible to all people, disabled access, lift and toilets are provided.

Address:

Newbridge Learning Community
Moss Lane
Platt Bridge
Wigan, WN2 3LT

Tel: 01942 369770

Email: enquiries@admin.newbridge.wigan.sch.uk