



GCSEs  
VOCATIONAL COURSES  
EMPLOYABILITY

# GET SET!

to BE WHO YOU WANT TO BE

**Student handbook**

**Nacro** >  
**Education**





**BE WHO  
YOU WANT  
TO BE**

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# Welcome to Nacro Education

I'm really pleased you've chosen to study with us. Whether you're here to gain qualifications, develop new skills, or work out what comes next, this is an important step and we're glad to be on that journey with you.

At Nacro Education, we believe everyone deserves the chance to succeed, and we're here to help you do just that. Our courses are designed to give you the knowledge, confidence, and support you need to progress — whatever your goals may be.

We work hard to make sure our education settings are places where everyone feels safe, respected and able to be themselves. Feeling safe and supported is just as important as learning — because that's when real progress happens.

This handbook is your guide to how things work here. It includes useful information about your course, the support available, our policies and expectations, and your rights and responsibilities. Keep it somewhere you can refer to — it's there to help you get the best out of your time with us.

We take pride in creating a learning environment that's inclusive, respectful, and focused on your success. Our staff are here to support you — academically and personally — and to help you grow your confidence, independence and ambition.



We'll challenge you to work hard, think big, and take ownership of your progress. In return, we'll make sure you're supported every step of the way.

Welcome and good luck!



**Elise Temple**  
Principal and Director of Education and Skills  
Nacro Education

# How to use this handbook

This student handbook is your go-to resource for information about Nacro Education. Start by checking out the table of contents, which outlines all the available sections, from academic policies to student support. Each section provides clear and concise information, with important points highlighted for quick reference. Whether you need to understand Nacro's rules, find academic support resources, or get involved in student organisations, this handbook is here to help you. Keep it handy and refer to it whenever you have questions or need guidance throughout the academic year.

## You can use this document in a range of ways:

- You can search for a particular word or phrase by pressing Ctrl-F and then typing into the search box
- As you read through, you'll see links to external websites or email addresses. You can click to open up the relevant program.

**NOTE:** If you are viewing this handbook on an iPad, you should load it into iBooks to ensure the navigation menu works correctly.

## Accessibility

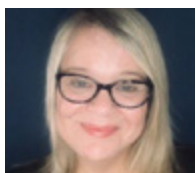
If you need this handbook in an alternative format, please speak to a member of staff in your centre or contact our Student Support Team at [StudentSupport@nacro.org.uk](mailto:StudentSupport@nacro.org.uk).

We will make every reasonable effort to provide it in a format that meets your needs.

This is part of our commitment to equality and accessibility under the Equality Act 2010.



# Meet the team



**Clare Kirk** Vice Principal and Safeguarding Lead

As Vice Principal, Clare leads the student experience of our 11 Education and Skills Centres. Clare is also Nacro's National Safeguarding Lead for Education.



**Hannah Avoth** Vice Principal

Hannah is the Vice Principal for Performance, Improvement and Innovation. She oversees the curriculum and operations across all of our Education and Skills Centres.



**Gareth Jones** Assistant Principal

Gareth is responsible for the management of our Heads of Curriculum, Gareth also leads on the development and implementation of the curriculum across our centres.



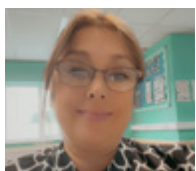
**Simon Ashton** Assistant Principal

Simon is responsible for ensuring that all students across our centres receive a high-quality learning experience from our wider curriculum as well as leading on our SEND Provision and Student Voice activities.



**Alex Townsend** Assistant Principal

Alex is responsible for ensuring that students receive high quality teaching, learning and assessment during their time at Nacro.



**Nickola Barber** Head of Curriculum, Innovation and Change

Nickola is the lead manager of the North West area responsible for Bolton and Leeds, ensuring that the quality of teaching, learning, and assessment provides a high-quality student experience.



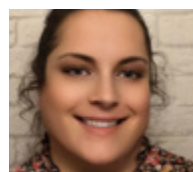
**Lucy Page** Head of Curriculum and Engagement

Lucy is the lead manager of the Kent area responsible for Chatham centre, ensuring that the quality of teaching, learning, and assessment provides a high-quality student experience



**Zoe Whitmore** Head of Curriculum and Engagement

Zoe is the lead manager of the East area responsible for Boston, Peterborough and Spalding, ensuring that the quality of teaching, learning, and assessment provides a high-quality student experience



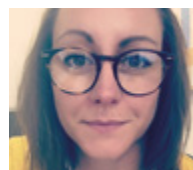
**Caroline Strike** Head of Curriculum and Engagement

Caroline is the lead manager of the West Midlands area responsible for Walsall and Longton, ensuring that the quality of teaching, learning, and assessment provides a high-quality student experience



**Pierre Dingley** Head of Curriculum and Engagement

Pierre is the lead manager of the Northeast area responsible for Newcastle and Middlesbrough, ensuring that the quality of teaching, learning, and assessment provides a high-quality student experience



**Ruth Puckett** Head of Curriculum and Engagement

Ruth is the lead manager of the Yorkshire area responsible for our Sheffield centre, ensuring that the quality of teaching, learning, and assessment provides a high-quality student experience.



**Kirsty Thomson** Head of Student Support and SEND

Kirsty is responsible for leading the provision of student support and our SEND provision ensuring that the identification of the needs of all students takes place.



# Nacro Education Standard



Being part of Nacro Education means you're part of our learning community. We want you, and every other member of our community, to maximise the opportunities and learning experiences available, to help you broaden your skills – both personally and professionally.

We ask every person to adhere to our Nacro Education Standard, an agreement outlining what we'll provide for you, and what you'll bring to our community.

## We will

- > Make every lesson enjoyable and challenging
- > Set work which reflects our high aspirations
- > Be prompt and well prepared
- > Not cancel lessons without ensuring work is set
- > Negotiate and monitor targets with you
- > Give you regular, timely feedback so that you know how to improve
- > Foster employability skills of reliability, tenacity, and teamwork
- > Set work which helps prepare you for exams and assessments
- > Treat you with respect and help to make the learning environment a safe and inclusive place for everyone
- > Celebrate your achievements with you

## You will

- > Take an active part in every lesson
- > Take responsibility for your own learning and stretch yourself to do more than you think you can
- > Attend all lessons promptly and be well prepared
- > Explain unavoidable absence and ensure missed work is covered
- > Agree and monitor your own targets
- > Act on feedback
- > Practise employability skills
- > Complete all work set punctually
- > Treat others with respect and help to make the learning environment a safe and inclusive place for everyone
- > Take pride in your achievements



**Be safe. Be respectful. Be ready to learn.**

# Positive engagement and behaviour

We are committed to creating a positive learning environment for all our students. We will challenge poor engagement and misbehaviour, and celebrate and reward positive engagement and behaviour. Our positive behaviours are a model for how we want all our students to behave when they join our community.

## be safe

Our learning community is a safe place to be. You should feel physically and emotionally safe, and able to share and learn without fear of judgement or retaliation. You are part of an inclusive community and your behaviour matters. By sharing this learning space, you are forming a safe environment for you, your peers, and our staff.



## be respectful

We all deserve to be treated with respect, and your behaviour matters. We want you to treat others as you wish to be treated. By showing respect, you're helping to create a positive learning space. Everyone has something to teach us. We share ideas, listen, and learn from each other.



## be ready to learn

Your learning is a journey, not a destination. Being ready to learn means you're physically, mentally, and emotionally prepared to take in new information and skills. You should have the same high expectations for your behaviour as we do. You're part of a learning community. We learn from our mistakes, and we celebrate and reward our successes.



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# Positive engagement and behaviour policy

## Positive engagement and behaviour

Nacro Education is committed to creating a positive learning environment for all students. At Nacro Education, you are responsible for your own behaviour and are expected to behave in line with:

**Be safe. Be respectful. Be ready to learn.**

## Celebration and rewards

We recognise your achievements and positive engagement with postcards, phone calls home, and rewards like tokens or vouchers. These are our way of saying well done and encouraging you to keep up the great work.

## Positive Engagement Plans (PEP)

A staff member may create a Positive Engagement Plan (PEP) with you if your engagement or behaviour repeatedly falls below Nacro Education's expectations. Together, you'll agree on specific improvement targets, which will usually be reviewed after two weeks.

## Disciplinary stages

This is a formal process for serious or repeated poor engagement or misbehaviour (e.g. where PEPs do not lead to improvement). There are two disciplinary stages outlined opposite.

## Disciplinary stages

**Stage one** is implemented by the Programme Leader and parents/carers/or external agencies will be contacted to agree a meeting date. At this stage, students will be supported to help meet targets. If targets are not achieved progress will be made to stage two.

**Stage two** is implemented by the Programme Leader and parents/carers/or external agencies will be contacted to agree a meeting date within three days. Stage two could lead to a written warning or temporary exclusion or permanent exclusion. Unacceptable behaviour can be dealt with at Stage two without the use of Stage one or Positive Engagement Plan.

## Appealing a decision

All students will have the right to appeal any of the sanctions listed above. You can request support with your appeal by speaking to any member of staff. The staff member will guide you through the appeals process and help you understand the next steps.

## Making a complaint

If you would like to make a formal complaint, you should do so via the Nacro Complaints webpage: [nacro.org.uk/complaints](https://nacro.org.uk/complaints)

This link provides details on how to submit your complaint and what to expect from the process.



safe



respectful



ready



# GET SET!

## What is a Get Set! course?

Our Get Set! courses at Nacro Education accelerate your learning and enable you to identify and make progress towards your aspirations. We combine vocational learning with essential English and mathematics qualifications, as well as enriching experiences and workplace encounters to equip you for career success.

Vocational Subject + \*English and/or Maths + Work Placement + Employability + Enrichment



### Our courses are crafted to enable you to:

- Develop industry-specific skills through hands-on vocational courses in areas like hair and beauty, health and social care, motor vehicle, and work ready
- Improve your English, maths, and digital literacy to strengthen your foundations for work and life\*
- Participate in a range of work experience and employment related encounters to gain insights into the industries and career paths that are of interest to you
- Gain vital skills for the workplace, including communication, problem solving, teamworking, interview practice, and CV writing
- Participate in a range of activities, opportunities, team collaboration challenges, and educational site visits that enable personal development through real experiences.

\*GCSE/Functional Skills English and maths are only required if you haven't already gained a grade 4 or above.

Programme	Weekly hours
Vocational	8 hours
English and maths	3 hours per subject
Tutorial	1 hour
Skills	1 hour
THRIVE	1 hour
Work experience	Bespoke hours based on student need



# Skills sessions

In your Skills sessions, as well as all your other subjects, you'll be given opportunities to develop the essential skills needed for future success. Here's why it's great for you:

- **Practical skills for any job:** You'll learn essential skills like teamwork, leadership, and problem-solving that are valuable in any career. These aren't just to use in education; they're skills you'll use for life.
- **Better employability:** Employers look for these skills. By mastering them, you'll stand out in job applications and interviews, making you more attractive to potential employers.
- **Higher earnings and satisfaction:** Studies show that people with strong, developed essential skills earn up to 12% more and enjoy greater job satisfaction.
- **Tailored learning:** Each skill is split into manageable steps, so you can progress at your own pace, from beginner to expert to mastery.
- **Improved resilience and confidence:** There will be plenty of opportunities to develop your skills at Nacro Education as well as resources that you can use anytime, anywhere. Whether you're in the classroom or at home, you can access tools and activities to help you build and track your skills.

# THRIVE

THRIVE stands for:



**Transition and Tutorial**  
**Health and Wellbeing**  
**Relationships and Respect**  
**Independence and Identity**  
**Values and Voice**  
**Employability and Enrichment**

The THRIVE programme is your space to explore important life topics, build confidence, and develop skills that go beyond the classroom. Through regular sessions, you'll take part in discussions and activities on themes like Fundamental British Values (FBV) — including democracy, individual liberty, and respect for others.

You'll also explore topical issues such as mental health, online safety, and current events, helping you stay informed and think critically. Sessions will also cover alcohol and substance awareness, encouraging safe and healthy choices. These sessions are designed to support your personal growth, prepare you for life after Nacro Education, and help you become an active, responsible member of society.



# Progress checks and targets

Throughout your learning journey, your teachers will check how much progress you have made compared to your starting point at Nacro Education. This will be some sort of short assessment with the aim of evaluating what you have learned and what you still need to learn, with clear feedback on how to improve and develop your skills and knowledge.

You'll also complete self-assessments on your essential skills to look at how you have improved and developed these as you have practised them throughout your journey. Remember to **be positive** and **look for ways** you can improve your skills.

Your teachers will agree and set targets with you throughout the year to help keep you focused on achieving your qualifications. Your teachers will remind you to **aim high!**

Your teacher will provide you with a predicted grade (or outcome) that is based on your current academic progress. This should give you a clear indication of if you'll achieve your qualification or not.



# English and maths

The Government has placed increased importance on English and maths as the foundations for future success. This means that Nacro Education centres will be focusing even more on these subjects in the future. This has two main implications for you:

- Firstly, in all your classes you'll be asked to do work related to that subject which demonstrates your maths and English skills. Your teachers will mark your work and, alongside your subject-specific content, they will also be giving you pointers on how you can improve your English and maths skills.
- Secondly, if you do not already have a GCSE Grade 4 or higher in English and maths, you need to continue to work towards that level of qualification if you're under 19 years of age at the start of the year. This might mean that you have to retake your GCSE or attend Functional Skills classes to build your skills.

## Attendance in classes

These classes are compulsory. You must attend and take part fully in all sessions. If you do not attend or participate, you will not be able to stay at a Nacro Education centre unless you have been officially granted an exemption. An exemption means you have been formally excused from attending these classes. This can only be agreed in specific circumstances, such as:

- You have already achieved the required maths or English qualification.
- You have a valid, approved reason, such as illness or medical needs.

If you have any concerns about the level of maths or English class that you have been enrolled on, please contact your teacher in the first instance.



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## Student Voice

We believe Student Voice should be at the heart of everything we do, and we value your feedback. It helps us understand what's working well and where we can improve.

There are lots of ways to get involved in Student Voice at Nacro Education — both in your centre and nationally. Your input matters and helps shape decisions and improvements across our courses.

### **These ways include:**

- Attending student forums in your centre
- Becoming a student representative for your course or centre
- Attending the National Student Voice Council each term with other students from across the country
- Completing our bi-annual surveys to give your feedback
- Providing feedback to staff at your centre
- Help to co-create newsletters with your student voice staff lead.



# Work-related activity and work experience at Nacro

During your course, you'll have the opportunity to take part in a variety of work-related activities, including work experience placements. These experiences are designed to help you explore different types of jobs and careers, build your confidence, develop new skills, and try out roles that could match your future goals.

## What to Expect

### Three Pathways

You'll be supported to follow one of three work experience pathways, depending on your needs, previous experience, and future plans.

### Work Experience Week

We have a dedicated week for work-related activities starting on 9 February 2026. This is a great time to get involved in placements, volunteering, employer visits, or community projects.

### Opportunities all year round

Work-related activities take place throughout the year. At least once each term, you'll take part in events such as careers fairs, work taster days, employer talks and visits, CV and interview workshops, and volunteering or community projects. These activities are designed to help you build confidence, develop your skills, and plan your next steps.

Below are the three work experience pathways available to you.

Pathway	What it looks like	What you'll gain
<b>Supported Engagement</b> <b>1</b>	Take part in social action projects, awareness campaigns, or charity events	Build confidence, teamwork, and communication skills
<b>Transitional Placement</b> <b>2</b>	Try volunteering, internal roles, or community projects	Grow independence, problem-solving, and responsibility
<b>External Placement</b> <b>3</b>	Work with real employers in real workplaces	Gain hands-on experience and boost your career goals



# Examinations

To be entered for a public examination by Nacro Education, you are expected to attend your course regularly and submit all required work on time. Nacro Education covers the examination entry fees for all full-time 16–19 students who meet these expectations. If these conditions are not met, we reserve the right to withdraw you from an exam.

A mock examinations week for English and maths will take place during the week commencing 2nd February 2026 to help you build confidence and prepare for the real exams.

## Examination guidelines and important information

- Read the JCQ examination guidelines provided with your student agreement and displayed on the exams board.
- It is your responsibility to know your exam schedule and attend all exams on time. Collect your exam timetable from your class teacher.
- Arrive at least 15 minutes before your exam to locate your desk. Check the seating plan displayed outside the exam room to find your assigned row.
- If you are ill or unavoidably delayed on the day of the exam, contact your centre reception as soon as possible.
- Mobile phones must not be brought into the examination room. If a phone is brought in, it must be switched off and stored away, failure to do so may result in disqualification.
- You must remove all hats and caps before entering the examination room.

- You can take a drink of water into exams in a plain, see-through bottle i.e. the label needs to be removed. Other drinks are not allowed.
- Please make sure that you have the correct equipment for each of your exams i.e. black pen only, calculators, rulers etc. as appropriate for your exam subject. You are not permitted to use correction fluid in examinations.
- When you see a 'Silence — exam in progress' sign, it means that exams are taking place in this area of the building. Please keep noise to a minimum so others can concentrate — everyone deserves a quiet space to do their best.
- Make sure you keep Nacro Education up-to-date with any changes in your home address, otherwise you may not receive your examination certificates.
- Please note that examination boards charge a fee for replacement certificates.
- Because smart watches can store and send information, all watches must be removed and stored away before entering the examination room.

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**96%** of young people learning  
with us pass their qualification

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# Examination access arrangements

Access arrangements are additional measures that can be put in place to enable students to have a fair opportunity to perform to the best of their ability in examinations. For example, if you have dyslexia you may be able to have additional time to complete your examination or someone to help you read the paper.

The aim of an access arrangement is to remove any barriers there are for you around the process of completing an exam, not to help you complete the exam itself.

**This assessment will involve two parts:**

- Your teachers consider how you work in the class and decide if there may be a requirement for access arrangements
- An assessment by a specialist teacher or other suitably qualified person.

Even if you have previously received access arrangements, you may need to be reassessed by our Student Support Team and SEND Lead. This is because your needs may have changed, and you may no longer be eligible for the same arrangements. Over time, you may have developed new skills or strategies that help you manage more effectively in class or during exams compared to when you were last assessed.

We need to process applications for access arrangements two months before your first exam, so you must let your subject teacher know as soon as possible if you feel you may require them. We cannot guarantee processing of applications, if you do not meet this deadline.

It is important that you know your exam schedule and arrive on time for each one. Make sure you have collected your exam timetable from your teacher.



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# Student support

Our Student Support and SEND Lead will work with our Learning Support Assistants to plan and provide additional help and support during and outside lessons to assist you in your studies at the centre. If you have an EHCP or SEND they will help to meet your needs and support you with life at Nacro Education.

Our friendly and approachable team can give you expert advice and tuition. For example, we can help you if you:

- need help in exams — extra time, reader, small room etc.
- think you might have dyslexia
- need help with reading, writing or numeracy skills
- want to learn how to research effectively
- need help with revision and exam techniques
- want to become better at organisation and planning, or other learning skills.

You may be offered one-to-one help with a member of staff. All centres now have a Student Support and SEND Lead who they can speak to about any support needs and requirements.

For more information on student support at Nacro Education visit: [nacro.org.uk/studentsupport](https://nacro.org.uk/studentsupport)

“Nacro really understood me, they were so helpful, so friendly, they treated me with respect, never looking down on me. My mental health started to improve. I just started to love going every week, it gave me something to look forward to. If I didn't understand something, the teachers explained it. They never did it for me, they just changed the way they explained it, showed me the steps, but let me work it out for myself. I love it, it makes a real difference. They always have time for you.”

**Nacro Education Student**



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## Safeguarding students

At Nacro Education, the health, safety, and welfare of our students is our highest priority. We are all collectively responsible for safeguarding young people and vulnerable students, and for preventing any form of abuse.

All staff are trained in child protection procedures, and each centre has designated safeguarding officers responsible for ensuring the wellbeing and protection of our students.

If you have any concerns about the safety of yourself or others, please contact any member of staff who will help you to make contact with those who can help, or contact one of the named people in this section. If you'd like to have an informal chat about any issue of safety affecting yourself or any of your friends, feel free to talk to your teacher or a designated safeguarding officer (DSO) who will also be happy to help. If you believe that you or someone else is at immediate risk of harm, then you should contact the police on **999**.

For more information on Nacro's safeguarding policies please visit: [nacro.org.uk/safeguarding](https://nacro.org.uk/safeguarding)

**Contact:**  
[Safeguarding@nacro.org.uk](mailto:Safeguarding@nacro.org.uk)

**Clare Kirk**  
Vice Principal and Safeguarding Lead  
[clare.kirk@nacro.org.uk](mailto:clare.kirk@nacro.org.uk)

**Kirsty Thomson**  
Head of Student Support and SEND  
[kirsty.thomson@nacro.org.uk](mailto:kirsty.thomson@nacro.org.uk)



# Safeguarding and support

Staff at your centre are here to help. If you're facing any challenges or just need someone to talk to, we're ready to listen and support you.

You can speak to us about a wide range of issues, including (but not limited to):

- Difficulties at home or in your personal life
- Financial worries or housing problems
- Not having enough food
- Drug or alcohol concerns
- Relationship issues
- Questions about gender identity or being LGBTQ+
- General health, including mental and sexual health
- Concerns about gangs, violence, exploitation, or extremism

If we can't help directly, we'll connect you with someone who can. We also have contact details for a range of external support services.



## Confidential Counselling and Support

We can refer you to external agencies for confidential counselling if you need someone to talk to.

Counselling offers a safe, private space where you can speak openly and be heard without judgement. It can help you explore and manage a range of issues, such as:

- Anxiety or stress
- Low confidence or self-esteem
- Anger or frustration
- Drug or alcohol concerns
- Bereavement or loss
- Family or relationship difficulties
- Gender identity or sexuality
- Loneliness or isolation
- Bullying or abuse

If you think counselling might help, speak to your teacher or one of the named staff in this handbook.

For more information on Nacro's safeguarding policies, visit:  
[nacro.org.uk/safeguarding](https://nacro.org.uk/safeguarding)



# Useful contacts

## Physical wellbeing

**NHS helpline** (including dental issues)

Phone: **111** (Free from mobiles and landlines) 24 hours a day  
Speak to a highly trained adviser, supported by healthcare professionals.

## Emotional wellbeing

**Samaritans:** [samaritans.org](https://www.samaritans.org)

Phone: **116 123**

A confidential listening ear on any topic. Phone and email support.

**Health Assured:** [healthassured.org](https://www.healthassured.org)

A confidential listening ear on any topic. Phone and email support.

Call: **0800 028 0199**

Email: [customer.solutions@healthassured.co.uk](mailto:customer.solutions@healthassured.co.uk)

**iTalk:** [italk.org.uk](https://www.italk.org.uk)

Phone: **023 8038 3920**

Email: [info@italk.org.uk](mailto:info@italk.org.uk)

Help with a range of mental health problems on phone, 1-1 or in groups.

## Websites

[getselfhelp.co.uk](https://www.getselfhelp.co.uk)

Information on various aspects of mental health.

[themix.org.uk](https://www.themix.org.uk)

Information, support, a chat room, and a notice board on many topics

[youngminds.org.uk](https://www.youngminds.org.uk)

Information and signposting – mental health and emotional wellbeing.

[harmless.org.uk](https://www.harmless.org.uk)

Self help and support around the topic of self-harm.

[nhs.uk/mental-health/self-help/guides-tools-and-activities](https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities)

Practical, useful information, interactive tools, and videos.

[yellowdoor.org.uk](https://www.yellowdoor.org.uk)

Supportive charity who assists those who have been affected by sexual and domestic abuse.

[beateatingdisorders.org.uk](https://www.beateatingdisorders.org.uk)

Provides helplines for adults and young people offering support and information about eating disorders.

## Smartphone apps



**Breathe2Relax**

Help with slowing your breathing.



**SAM-app**

Help and support with anxiety.



**7 Cups of Tea**

Free, anonymous and confidential chat with trained volunteers.



**Stay Alive**

A suicide prevention resource for the UK which has tools to help people stay safe when in crisis.

Nacro cannot take responsibility for the advice or support you receive from any of the external services, apps, or organisations listed in this handbook. We encourage you to use all services thoughtfully and responsibly.



# Health, safety and wellbeing

At Nacro Education, we take your safety seriously. We do everything we can to make sure that staff, students, visitors, and anyone else on our premises are safe and well.



## Accidents/First Aid

If you have an accident or see one happen, tell the nearest member of staff straight away. If no one is nearby, go directly to reception. A trained first aider will be called to help if needed.



## Fire safety

If you see smoke or flames, or suspect there is a fire, raise the alarm immediately by pressing the nearest red break-glass point. Then follow the emergency evacuation procedures.

If you hear the fire alarm:

- Leave the building immediately using the nearest safe exit.
- Do not stop to collect belongings.
- Go to your designated assembly point.
- Make sure you know your escape routes by checking the fire safety notices in each classroom.

We test the fire alarms every week. You don't need to do anything during these tests. We also practise evacuation procedures so you know what to do in an emergency.



## Smoking, vaping, alcohol, drugs

To help keep our centres safe and healthy for everyone, the use of smoking, vaping, alcohol, drugs, and other inhaled substances is not allowed inside any Nacro Education buildings or enclosed spaces.

Designated outdoor smoking areas may be available at some centres for tobacco and nicotine-based vaping products. If you're unsure where these are, please ask a member of staff.

The use or possession of alcohol, illegal drugs, or any other harmful substances including those intended for inhalation, is strictly prohibited across all Nacro Education premises. Anyone found in breach of this policy may face disciplinary action.

In cases involving illegal substances or serious safety concerns, Nacro may involve the police. This is to ensure the safety and wellbeing of all students and staff



## Invacuating, Lockdown and evacuation

We have clear procedures in place to keep everyone safe in the event of an emergency:

**Invacuation:** If there is a risk outside the building, students who are outdoors will be brought inside and directed to a safe room.

**Lockdown:** In the event of a threat inside or near the building, students will be instructed to remain in their classrooms with doors secured.

**Evacuation:** If there is a fire or other internal risk, students will be directed to leave the building and assemble at the designated evacuation point.

Please follow all instructions from staff during these procedures and familiarise yourself with your centre's emergency plans.

# Online safety and Digital Awareness

There are a number of risks associated with using social media and communicating in the online world.

- Take care when revealing personal information or contact details to someone you meet online. It might seem obvious, but they may not be who they claim to be.
- If anyone acts in a bullying or harassing way towards you online, whether through chat rooms, instant messaging, social media, or text messages, you can come to us for advice and support. It helps to keep screenshots of these incidents so you have evidence if needed. Also, be mindful of your own behaviour. It is easy to forget there is a real person on the other side of the screen when commenting anonymously in a chatroom or forum.
- Protect yourself from identity theft by never sharing your passwords and by setting a password or PIN on your phone to keep your contact details and those of your friends safe.
- Be vigilant against online sextortion. Even if you feel you have got to know someone through video chat, be cautious about any sexual behaviour. Chats and video calls can be recorded, and there have been cases where criminals have used this to extort money by threatening to release private images.
- Sexual exploitation can also happen online, whether by a stranger or someone you know. If you are ever worried, speak to us. You will not be in trouble.



## AI and online risks

Artificial intelligence is now used in many online platforms. It can be used to create fake messages, images, or videos that appear real. Some scammers use AI chatbots to trick people into sharing personal or financial information. If something feels suspicious or too good to be true, speak to a trusted adult or a member of staff.

## Protect Your Own Online Reputation

Another important aspect of your online life is knowing what is appropriate to publish online. Remember that employers can conduct social media searches on prospective employees. A photograph or video clip of friends having wild times at a party may show you in a poor light when seen out of context.

Equally, a comment that was intended as light hearted but could be seen as racist, sexist or homophobic is unacceptable. It could come back to cause you difficulties years later if it turns up in an internet search.

You are legally responsible for the content you publish online, and internet companies can be asked by the police to reveal your identity. Remember that you could be prosecuted for criminal behaviour for comments you post on the internet.

For more information on Nacro's online safety policy please visit: [nacro.org.uk/onlinesafety](https://nacro.org.uk/onlinesafety)



## Dates for your diary

Course Induction	
From Tuesday 26 August 2025	<b>All students</b>
Work Experience	
Monday 9 February 2026 – Friday 13 February 2026	<b>Block week</b> (see 'Welcome note' for details)
Inset Days	
Monday 3 November 2025	<b>No students in centres</b>
Tuesday 7 July 2026	<b>No students in centres</b>
Student surveys	
Monday 20 October 2025 – Friday 14 November 2025	<b>Student induction survey</b>
Monday 18 May 2026 – Wednesday 10 June 2026	<b>Student end of course survey</b>

## Term dates

Autumn	
Monday 1 September 2025	<b>First day of term</b>
Monday 20 October 2025 – Friday 24 October 2025 or Monday 27 October 2025 – Friday 31 October 2025	<b>Half term</b> (depending on centre location)
Friday 19 December 2025	<b>Last day of term</b>
Spring	
Monday 5 January 2026	<b>First day of term</b>
Monday 16 February 2026 – Friday 20 February 2026 or Monday 23 February 2026 – Friday 27 February 2026	<b>Half term</b> (depending on centre location)
Friday 27 March 2026 or Friday 3 April 2026	<b>Last day of term</b>
Summer	
Tuesday 7 April 2026 or Tuesday 14 April 2026	<b>First day of term</b>
Monday 25 May 2026 – Friday 29 May 2026	<b>Half term</b>
Friday 17 July 2026	<b>Last day of term</b>



# Your future

## Careers, higher education, apprenticeships and training advice

We live in a highly competitive employment and further education marketplace. It is key that you are able to make informed decisions about your future. We place the highest priority on providing quality careers information, advice and guidance to all students throughout your time at Nacro Education.

Your teacher will also talk to you about your goals and your progress towards them — giving advice on how best to get there, including accessing college/ university taster events and open days. You'll be referred to careers information by your teacher.

## Advice and handbooks

We also maintain information on our website at [nacro.org.uk/education](https://nacro.org.uk/education) and in the handbook where you can access further information about courses, apprenticeships and support with applying for employment opportunities.



# Useful websites for your reference

## Apprenticeships and traineeships

If you want to work and earn money at the same time, whilst gaining qualifications then consider apprenticeships.

[apprenticeships.gov.uk/apprentices](https://apprenticeships.gov.uk/apprentices)

[notgoingtouni.co.uk](https://notgoingtouni.co.uk)

## Special Educational Needs and Disabilities (SEND)

Find out more about the SEND 'local offer' near where you live.  
[gov.uk/children-with-special-educational-needs](https://gov.uk/children-with-special-educational-needs)





# Nacro> Education

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