

# WELCOME HANDBOOK



SUPPORTING EARLY INTERVENTION OF NEEDS

# WELCOME TO SEIN



## ABOUT US

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At SEIN, we are dedicated to providing a supportive and enriching learning environment tailored to meet the individual needs of each learner. This handbook serves as a guide to help you navigate your learning journey with us and understand the policies, expectations and support available to you.

SEIN is committed to fostering an inclusive, safe and engaging educational experience. Our focus is learner centred to support well-being and help students achieve their full potential. We stand for supporting early intervention of needs to ensure every learner receives the right support at the right time.

# TRANSITION

## THE FUTURE

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At SEIN, part of our role as an alternative provision is to create a supportive space for learners during their transition—whether that's moving to a new school, starting college, or finding the right next step in their education.

We understand that transitions can be challenging, and we're here to ensure that no learner feels lost in the process. Our re-engagement program provides a place for learning, connection, and personal growth, helping students rebuild their confidence and rediscover their path in education.

By holding this space, we give learners the time and support they need to transition successfully, ensuring they move forward with a sense of purpose and belonging.



**EVERY CHILD SHOULD be SEIN and heard**

# MEET THE TEAM



**EMMA MCCULLAGH**

**TUTOR**

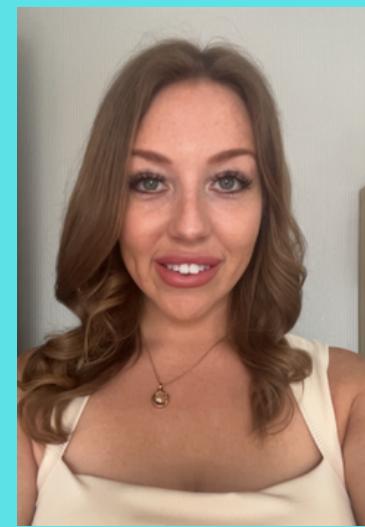
- Worked in education for 25 years +
- Experience of CAMHS
- Specialises in behaviour



**LOU SPRINGER**

**TUTOR**

- 7 years experience of supporting students with a range of neuro diverse needs.
- Specialised in outdoor fitness and education.



**OLIVIA WALMSLEY-LYCETT**

**TUTOR**

- Primary school teacher for 10 years +
- Experience with a range of abilities and ages.
- NPQLT certificate

## MORE ABOUT US



### OUR VALUES

- Respect and Inclusion
- Personalised Learning
- Safety and Well-being
- Growth and Achievement
- Community and Collaboration
- Every child should be SEIN and heard



### WHAT TO EXPECT

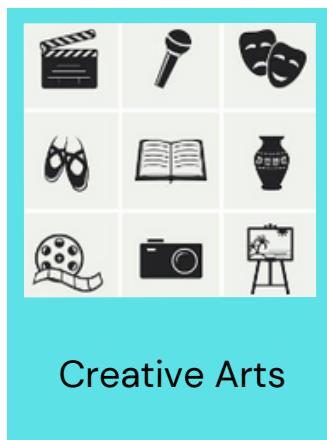
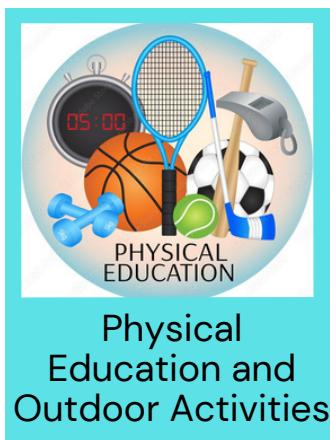
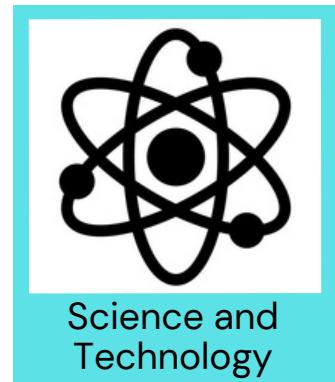
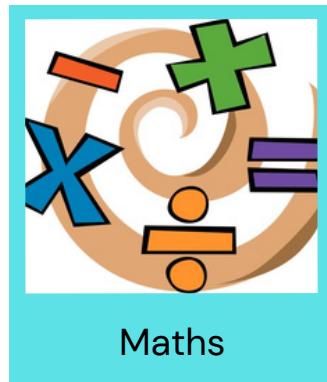
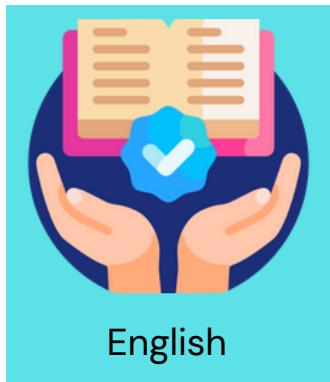
- Individualised learning plans tailored to your needs
- Support from dedicated staff and mentors
- A structured yet flexible approach to education
- A focus on well-being, mental health and personal development

# LEARNING AT SEIN

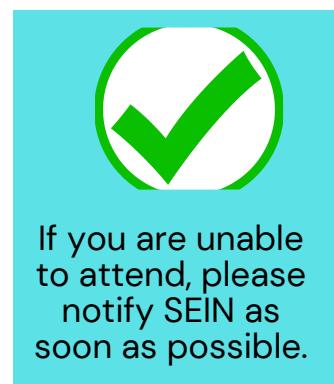
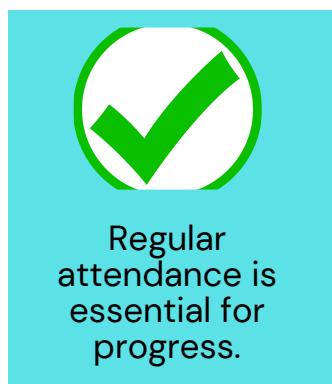
## SUBJECTS AND CURRICULUM

Our curriculum is designed to support a range of abilities and interests.

Subjects may include:



## ATTENDANCE AND ENGAGEMENT



# HEALTH, SAFETY, WELL-BEING, SAFEGUARDING AND SUPPORT

SEIN prioritises the safety of all learners.

If you have any concerns, you can speak to a staff member.  
We provide mental health and well-being support for learners who  
need it.

## HEALTH AND SAFETY POLICY

All learners must follow SEIN's health and safety guidelines.  
Emergency procedures will be explained and practised regularly.  
If you feel unwell or need assistance, inform a staff member  
immediately.

## CODE OF CONDUCT

Treat all staff and learners with respect.  
Follow the learning agreement and behaviour expectations.  
Engage positively and take responsibility for your learning.  
Respect the learning environment and resources provided.  
Any disruptive or inappropriate behaviour will be addressed in line with  
SEIN's policies.



## **PARENTAL/GUARDIAN INVOLVEMENT**

Parents/guardians play a key role in supporting the learner's education. Regular communication between SEIN and home is encouraged. Meetings and progress updates will be scheduled as needed.

## **COMMUNICATION**

Learners and families can contact SEIN via phone, email or scheduled meetings. Feedback is welcomed to improve our services and support.

## **USEFUL CONTACTS**

### **General Enquiries:**

07949159622 and [asksein@outlook.com](mailto:asksein@outlook.com)

### **Safeguarding Concerns:**

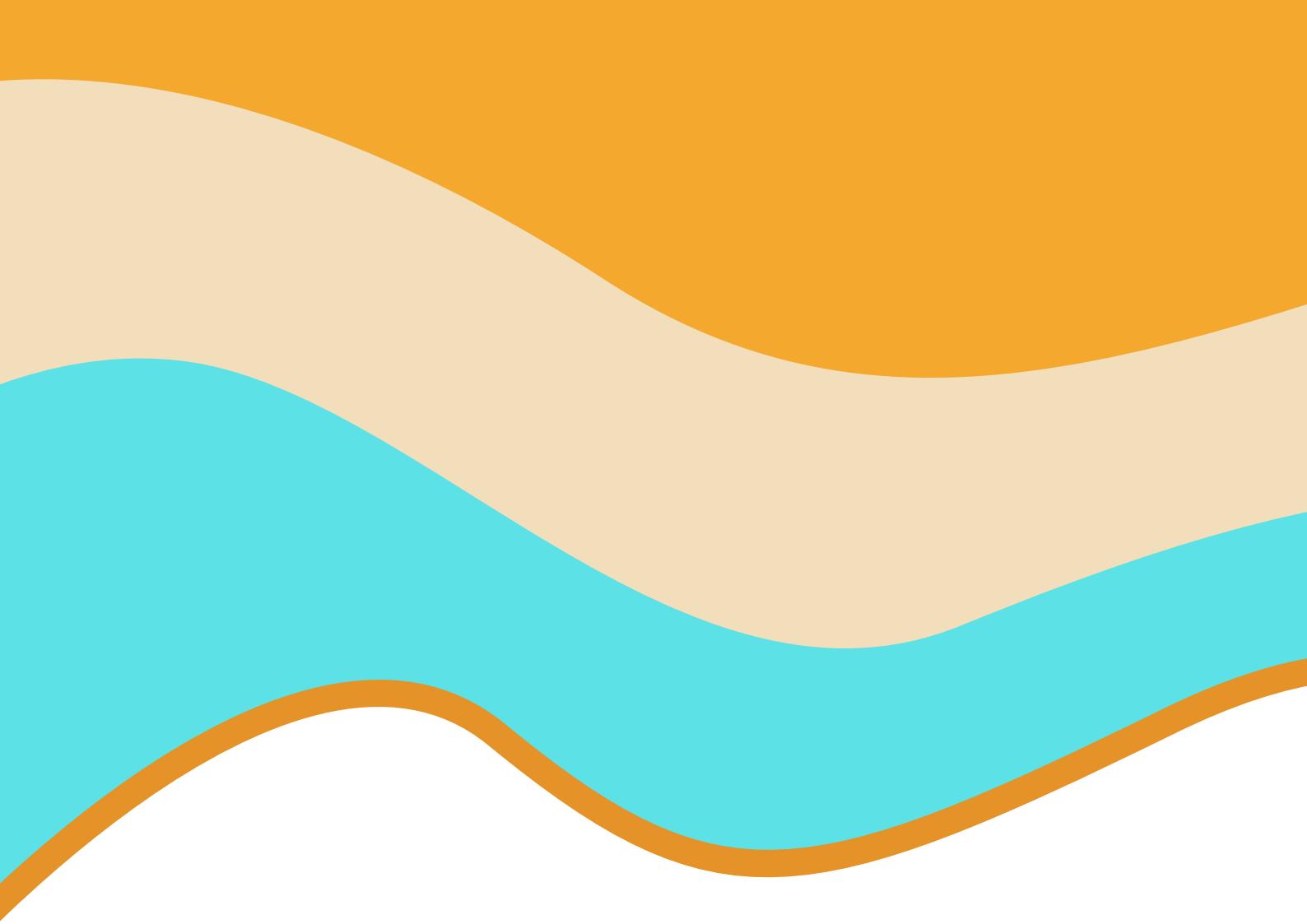
Emma McCullagh

Email: [seinstaffordshire@outlook.com](mailto:seinstaffordshire@outlook.com)

Tel: 07949159622

### **Health & Well-being Support:**

[asksein@outlook.com](mailto:asksein@outlook.com)



## FINAL NOTES

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SEIN is committed to creating a positive and supportive learning experience for every student. We are here to help you succeed and grow. If you have any questions or need further assistance, do not hesitate to reach out to a member of the SEIN team.

Welcome to SEIN – we look forward to learning and growing together!