

Inspires Tuition Student Handbook and Guidance Document

Welcome to Inspires Tuition

We are proud to support children and young people who may need an alternative to mainstream education. Our goal is to provide a safe, supportive, and inclusive environment where every student is encouraged to thrive and reach their full potential.

Our Mission

"Our mission at Inspires Tuition is to help young minds grow – so that children and young people can be the best they can be, irrespective of social status, gender, culture, or diversity. Inclusion is at the heart of what we do."

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1. Introduction

Inspires Tuition is an **alternative provision** for students who may benefit from a more personalised or supportive educational setting. We work closely with families, schools, and local authorities to provide meaningful learning opportunities that suit each young person's needs.

2. Our Core Values

- **Inclusion** – Every student is welcome, respected, and supported.
 - **Empowerment** – We help students take charge of their own learning and growth.
 - **Respect** – We value each person's identity, background, and voice.
 - **Integrity** – We do what is right, even when no one is watching.
 - **Growth** – We believe all students can learn, improve, and succeed.
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3. Expectations of Students

We expect all students to:

- Engage positively with their learning.
 - Treat staff, fellow students, and the environment with respect.
 - Follow the agreed timetable and complete tasks to the best of their ability.
 - Communicate honestly and ask for help when needed.
 - Follow the rules and guidelines of Inspires Tuition.
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4. Safeguarding and Wellbeing

Your safety and well-being are our highest priority. All staff are trained in safeguarding procedures, and we have a designated safeguarding lead (DSL) - Rose Carter or Deputy Designated safeguarding lead (DDSL) - Lily Gretton available at all times.

If you ever feel unsafe, unhappy, or unsure about something, speak to a member of staff immediately.

Confidentiality is respected, but safeguarding concerns will always be shared with relevant professionals to protect you.

5. Learning and Behaviour

**See Behaviour Policy document for further information...

We aim to make learning engaging, supportive, and tailored to your needs. Our approach is flexible and adaptive. We promote positive behaviour through encouragement and consistency.

Unacceptable behaviour such as bullying, physical aggression, or persistent disruption is taken seriously and managed with a restorative approach wherever possible.

6. Attendance and Punctuality

Good attendance is key to success. We expect:

- Students to arrive on time for each session.
- Parents/carers to notify us of any absence before the start of the planned session.

- A genuine effort to attend all scheduled lessons, whether in-person or online.
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7. Communication with Staff

Open, respectful communication is essential. Students can:

- Talk to staff about any difficulties they are having.
 - Request a quiet space or break when needed.
 - Expect to be listened to and supported without judgment.
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8. Anti-Bullying Statement

Bullying in any form – verbal, physical, online, or indirect – is not tolerated at Inspires Tuition. We are committed to maintaining a safe and inclusive environment for all.

If you experience or witness bullying, report it immediately to a trusted adult. All reports will be taken seriously and handled discreetly.

9. Online and Digital Learning

If you access learning online through our provision:

- Be respectful and focused in all virtual sessions.
 - Use technology responsibly and only for educational purposes.
 - Do not share links or content without permission.
 - Attend all scheduled online sessions on time.
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10. Support Services

We offer a range of support, including:

- One-to-one Tuition & mentoring
- Wellbeing services
- Career and further education advice
- Special educational needs (SEN) support

Speak to a member of staff if you would like to access any of these services.

11. Complaints and Feedback

We are always looking to improve. If you have feedback or a complaint, we encourage you to:

1. Speak to your tutor.
2. Contact the Designated Safeguarding Lead.
3. Complete a feedback or complaint form (available on request).

We will respond promptly and take all concerns seriously.

12. Code of Conduct

- ✓ Respect everyone
 - ✓ Listen actively
 - ✓ Try your best
 - ✓ Be honest and take responsibility
 - ✓ Keep yourself and others safe
 - ✗ No bullying, violence, or discrimination
 - ✗ No inappropriate language or behaviour
 - ✗ No mobile phone use during lessons (unless directed by staff)
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Final Message

At Inspires Tuition, we believe in your ability to succeed. This handbook is here to guide you, support you, and help you feel confident in your journey with us.

Let's work together to help your mind grow – because you matter.



Signed:

Student

Signed:

Tutor - Inspires Tuition
