



Information for Families

HBEP- Who are we?

The Hinckley and Bosworth Education Partnership (HBEP) are a team who work with the Hinckley and Bosworth secondary schools to provide alternative provision for pupils who need to access a different pathway to that offered in the mainstream school. We accept pupils onto full or part time personalised programs of study via school referral and we manage the arrangements and monitor pupil safeguarding and progress on behalf of the school.

The providers we use are our own settings plus external 'alternative provision' that has been quality assured by LEBC to ensure that it is safe. Most pupils attend more than one setting and we discuss a pathway at the admission visit to plan for future career aspirations.

Being at alternative provision is different to being at school and we talk through what this means for families when we visit. We work hard together with pupils and their families to ensure that being with HBEP is a positive experience and we encourage direct communication with us about any concerns that may arise:

Partnership Director: Karen Wicks tel 07920 522903 Email: kwicks@hbep.co.uk

Deputy Partnership Coordinator : Marcus Snook tel 07379091054 Email msnook@hbep.co.uk

Inclusion Support Manager (Outreach): Adam Wheldon tel: 07920 522964 Email: awheldon@hbep.co.uk

Transition Support Officer and Designated Safeguarding Lead: Martyn Pawley tel: 07920522941 Email: mpawley@hbep.co.uk

Admin Support Officer, Attendance and Transport: Lorraine Gough tel: 07585 442162 Email: lgough@hbep.co.uk

HBEP Sites

We have settings in three places and the main contacts and addresses are here:

HBEP @ Earl Shilton 12-14 Station Rd, Earl Shilton, Leicester LE9 7GA (Left side door entrance)

Park at the Co-op on the High St

HBEP @ Glenfield Glenfield Tuition Centre, Glenfield Annexe, off Station Road, Glenfield, Leicester, LE3 8BQ

Park at Morrisons

HBEP @ Hinckley Unit 5 Carr House, Hawley Road, Hinckley LE10 0PR

Park at Tescos

Attendance

Pupils who are on a full time program are expected to engage in the equivalent of five days per week on their individual timetables. Part time pupils' hours are arranged in combination with attendance at school. A good attendance record is important to future career goals and references for college applications so please encourage your child to attend. Please note that our term dates may differ to schools and are as follows:



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Term Dates

Autumn Term 29th August to 20th December

Half Term: 21st- 25th October

Christmas: 23rd Dec- 3rd Jan

Spring Term 7th Jan to 11th April

Half Term: 17th-21st Feb

Easter: 14th April- 25th April

Summer Term 28th April- 11th July

Half Term: 26th-30th May

Inset Days:

- 27th and 28th August
- 15th November
- 6th January
- 27th June

Year 11 Study Leave: 23rd May 2025

If your child is ill please text the admin phone as soon as possible on 07585442162 and also phone the taxi company on your child's timetable to let them know as well. We do not authorise holidays during term time but if your child has a medical appointment please let us know in advance. If your child fails to attend provision on a regular basis and will not engage with our staff in solving any problems to overcome this, the case will be referred to an Attendance Improvement Officer and legal action is likely to be taken. Persistent non-attendance is likely to lead to the place at HBEP being withdrawn.

HBEP will make every effort to contact a parent/carer if it is judged that a pupil needs to be sent home for medical reasons. It is expected that the pupil remains at the address they are sent to until the end of the school day.

Provision Arrangements

All staff at HBEP and at our alternative providers work hard to help pupils overcome barriers to engagement and in return we expect pupils to work with us and be respectful to others. Each provider will have their own rules and these will be communicated at induction, but general guidance is here:

Dress code



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Clothing must be suitable for the course attended and may involve wearing safety equipment. Pupils must adhere to the dress code and not wear inappropriate clothing to provision; there is no 'uniform'.

Lunches

Providers will explain the catering arrangements at induction and some may need pupils to bring a packed lunch and some may allow pupils off site to buy lunch (permission from parents required). Pupils are expected to behave in a respectful manner towards shop staff and members of the public during these breaks and return to the provider promptly at the end of their break.

Transport

In some cases, taxi transport is provided to ensure that pupils can attend their placements and parents must support their child in being ready on time to access this. HBEP expect all pupils to be courteous to transport providers at all times.

Any transport provided must be accessed promptly otherwise it may be withdrawn and parent/carer will then need to make alternative arrangements and meet the cost of those arrangements.

While every effort is made to ensure that taxis comply with safety measures, it is at the parents/carers' discretion to use this service.

Restricted items

If there is cause to suspect that a pupil has bought smoking paraphernalia, drugs, alcohol or weapons onto site, pupils will be searched and if necessary, police will be alerted.

Phones can be a cause of distraction and are not required in the learning environment. HBEP and many of our providers require that these are handed in during learning and kept safely or the provider may allow them to be kept out of sight and on 'silent'. Pupils sign to agree to sensible phone use as part of our admission process.

Absconding

Please be aware that school age students are classed as minors, according to the law. If your child goes missing with no explanation the parent/carer will be contacted and if necessary the police will be involved

Next steps

Once we have completed an admission meeting with you, it takes between seven and ten days to confirm your child's timetable. This will be shared with you electronically, as well as the times for the transport. You will be offered to attend an induction visit with your child before they start their timetable.

When a pupil has started their program with HBEP, we liaise with the providers and the school to ensure that any attendance and safeguarding issues are actioned and that progress is regularly reviewed. You can expect the school to visit your child at least once every half term to check on their wellbeing and progress; your child remains on roll with their home school during their time at HBEP.



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Website

Our website is also a place to check for information that you may need – we have a Safeguarding button on the homepage should your child wish to report any concerns themselves. The website address is www.hinckleyandboswortheeducationpartnership.co.uk and then Click Here to report a Safeguarding Concern.

Consent Form

Please access the HBEP consent form at the following link via your phone: [we will need this completing before your child can start their placement.](https://forms.gle/PLpQPP6ASRXxE4Hz6)

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