



**Castle Tower School**

## **Post 16 Enterprise Policy**

<b>Date Ratified by Board of Governors</b>	
<b>Review Date</b>	

Castle Tower welcomes pupils aged 3-19 who face a wide range of barriers to learning. Educational opportunities are provided within our Nursery, Primary, Secondary and Post 16 departments.

## **Our Vision**

### **Vision:**

To be a leading light in special education through educating, nurturing and inspiring all our school community.

### **Mission:**

Castle Tower School is committed to creating a community which:

- Ensures everyone is safe and included
- Always learns
- Promotes independence and resilience
- Celebrates achievements
- Looks forward with hope to the future

Everything we do is driven by our core values:

- Child-centred
- Nurturing
- Fun
- Team work
- Inclusive
- Independence

## **Our Ethos**

Castle Tower strives to create a caring community in which every member feels valued, supported and happy. All staff work to maintain an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought, and everyone is encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community is of paramount importance to all staff and Governors.

At Castle Tower, there is continued development of the quality of the teaching and learning environment. Resources are used efficiently. Opportunities are created for learning in co-operative and interactive settings. Pupils are presented with challenging as well as stimulating teaching and learning opportunities. Staff at Castle Tower seek close working relationships with other providers and services throughout each stage of our pupil's education and through the transition stage to further education and life after school.

Castle Tower School is committed to developing our student's employability, social skills, emotional intelligence and sense of community through creation of enterprise projects each year through three central strands. We are committed to providing age and ability appropriate opportunities for all.

## **Aims**

- Prepare students for the opportunities, responsibilities and experiences of adult life.
- Enable students to develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles.
- Help students develop career awareness and enable them to manage personal career development.
- Enable students to handle careers information realistically and assist them to make informed choices.
- Allow students to experience the 'World of Work' in a supported environment.
- Enable students to develop an entrepreneurial spirit.
- Provide students with transferable skills that can be used throughout their lives.
- Enable students to have better understanding of personal finance, budgeting and business finance.
- Provide opportunities for students to be enterprising through applying their knowledge, skills and attributes.

### **Curriculum Links**

Enterprise is an integral part of the post 16 curriculum; it has strong opportunities to link to all aspects of the curriculum. The three strands of Enterprise are;

- Land Based Studies
- Cafe Nico
- Castle Creation

Participation in these enterprise opportunities gives pupils the opportunity to complete accredited courses where appropriate.

### **Skill Development:**

A focus on developing core life and employability skills, such as:

- Independence and autonomy
- Teamwork and communication
- Budgeting and money management
- Time management and meeting deadlines
- Customer relations
- Following and giving instructions

### **Practical Activities:**

Programs that provide real-world experiences, like:

- Running school shops or other businesses
- Collaborating with external artists and companies to create products
- Work experience and mock interviews

### **Preparation for Adulthood:**

Connecting enterprise education with the wider goals of preparing students for further learning, independence, and life after school.

### **Partnerships:**

Collaboration with other agencies, external artists, and community groups to enrich the learning experience.

**Assessment & Review:**

Mechanisms for evaluating how effectively students are developing the necessary skills and achieving their learning outcomes.

**Support & Resources:**

Ensuring that necessary resources and support are available to implement the enterprise program effectively.

**Safeguarding and Risk Management**

- All enterprise activities are conducted in line with the school's safeguarding policies.
- Risk assessments are carried out for all work experience placements and enterprise projects.
- Pupils are supervised appropriately and supported to ensure their safety and wellbeing.

**Financial Management**

Enterprise is managed by;

- Principal/Vice Principal
- Director of Ballei Campus
- Head of Post 16
- Land Based Studies Teacher
- Cafe Co-Ordinator
- Enterprise Co-Ordinator

**Roles and responsibilities -**

Financial transactions/constraints are managed using the education authorities controlled schools guidance.

- Director of Campus – Review accounts monthly with co-ordinators, counter signature of notable purchases or investments, support co-ordinators where appropriate.
- Head of post 16 – Review accounts with DOR, counter signatory for notable transactions. As above

Land Based Studies Co-Ordinator- Organises the Land based studies and completes monthly accounts for land-based studies enterprise activities.

Food Preparation and Hygiene Co-Ordinator – Organises the programme, links to training and accreditation where suitable and completes monthly accounts for Cafe Nico.

Enterprise Co-ordinator – Reviews and approves Enterprise projects with support from The Head of P.16 or Campus Director, signs off any transactions for materials and complete a monthly account for Castle Creations.

**Monitoring Evaluation and Review**

This monitoring, evaluation and review section of the policy outlines the procedures for the monthly review, staff consultation, end-of-year sign-off, and record-keeping of funds raised to support pupils' pathways beyond post-16 and into the community.

### **Monthly Review**

- The accounts will be reviewed on a monthly basis by the designated committee.
- Reviews will ensure transparency and funds are utilised appropriately.

### **Staff Consultation**

- Staff will be canvassed regularly to gather ideas and feedback.
- Suggestions will focus on effective ways to utilise funds to support pupils' post-16 pathways and community integration.

### **End of year sign off**

- At the end of the academic year, the accounts will be checked and signed off by staff.
- This process ensures accountability and proper documentation of fund usage.

### **Record Keeping**

- Finalised accounts will be stored in the yearly account folder.
- All records will be retained securely at the Ballee campus.