



Learner Pack 2024-25

OMG Education

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Welcome to OMG.

Welcome to OMG Education (OMG). We look forward to working with you to ensure you have an enjoyable, safe, and successful experience whilst on your programme.

OMG delivers high-quality and effective vocational training and accreditation programmes; our staff team always provides high-quality service.

If you have any questions, queries, or concerns about any aspect of the training or our services, please do not hesitate to contact me on 07498 330 265.

Jamal Miah, Director/Proprietor



I am the Headteacher here at OMG Education. In my role, I ensure that all our educational programmes are current and in line with policy. I manage the fantastic teaching staff here and work with them to ensure all our programmes are always creative and informative.

OMG focuses on the education and personal development of young people. I want to ensure that every young person entering our alternative provision leaves at the end of year 11, aspiring to achieve their dreams.

Helen Strachan, Headteacher



What you can expect from us.

A positive learning experience at OMG includes:

- **A welcoming and safe atmosphere,** Free from bullying and discrimination, where everyone is treated with respect.
- **A commitment to student well-being:** Ensuring a healthy and secure learning environment, both physically and online.
- **High-quality education:** Providing relevant and engaging teaching methods, clear information, and necessary resources.
- **Personalized support:** Tailoring instruction to individual needs and offering guidance for improvement.
- **Open communication:** Regular feedback, opportunities for input, and a fair process for addressing concerns.

What we expect from you.

- **Active Participation:** Fully engage in all learning activities.
- **Regular Attendance:** Attend classes regularly and punctually (85%).
- **Communication:** Inform your tutor if you cannot attend a class.
- **Responsibility:** Complete assignments on time and to the best of your ability.
- **Respect:** Treat all individuals, including staff and fellow students, respectfully.
- **Adherence to Policies:** Follow all school rules and guidelines.
- **Feedback:** Provide feedback to help improve the learning experience.
- **Appropriate Attire:** Maintain a neat, tidy appearance with a uniform.
- **Care for Facilities:** Respect the school's property and facilities.
- **Identification:** Always wear your student ID card.
- **Substance-Free:** Refrain from alcohol and drug use while on school grounds or during work placements.
- **Digital Responsibility:** Obtain permission before posting any images related to the school.

About OMG Education Independent School.

OMG Education Independent School is an alternative provision smaller than a mainstream school focusing on each student's needs.

Whilst you are here, you will have the opportunity to learn:

- English
- Maths
- Music
- Science
- Art
- Humanities
- Drama
- Physical Education (PE)
- Spanish
- Personal development & Mentoring.

You will also have lunch and break time, and at the end of the day, you will have a reflective period with your tutor to break down the day. In OMG, we care about your personal and social development as well as your education; therefore, the reflective period is important!



General Information.

Attendance

Your Tutors will review your timetable during induction. To maximise your opportunities at OMG, we expect at least 85% attendance and excellent punctuality. A register is completed when you first come in, and for each lesson, so be sure to attend them.

If you cannot attend school that day, please call us immediately. Learners will be given full details of the dates of the centre closures.

Term dates for 2024-25

Below are the term dates. If there are any changes to these, you, your parents, and carers will be informed.

Start date: 01 Sep 2024

End date: 31 Aug 2025

Term / Holiday	First Day	Last Day
Autumn term	09 Sep 2024	19 Dec 2024
> Half term - Autumn	25 Oct 2024	04 Nov 2024
Spring term	06 Jan 2025	03 Apr 2025
> Half term - Spring	14 Feb 2025	23 Feb 2025
Summer term	23 Apr 2025	22 Jul 2025
> Half term - Summer	23 May 2025	01 Jun 2025

Holidays, Appointments and Authorised Absences

You must let your tutor or staff member know if you plan to take any holiday leave or will be absent for any planned appointments.

Sick and Medical Leave

If you are not well and miss a day, contact us on the first day of sickness or as soon as possible. Try to make appointments for the days when you don't have school. If you need to attend a medical appointment that will stop you from attending school, let the tutor know as soon as possible.

Progress Reviews

Your tutor will regularly assess your progress. During these reviews, you will have a personalised learning plan and discuss your academic and personal development. A record of each review will be kept.

Learner's Property

To avoid loss or theft, learners should not bring valuable items to OMG and should never leave their belongings unattended. Lost items should be reported to Reception. OMG is not responsible for lost or stolen items.

Change of Personal Details or Circumstances

If you have changes to any personal details (e.g., address, phone number or email address) or any personal circumstance, inform Reception, and they can make the changes for you on our system.

Financial Support

Our website has a page called 'Bursaries', which you can ask a parent/carer to fill out for you in case you need financial support.

Safeguarding in OMG.

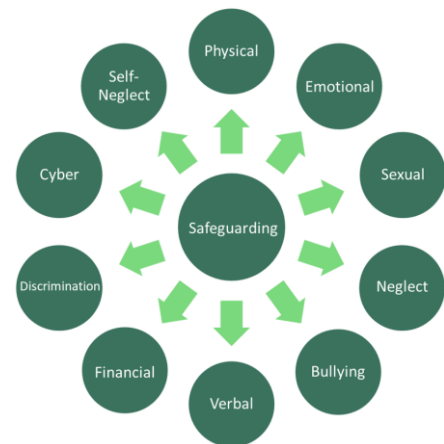
Staying safe - It is important that you take your personal safety seriously and minimise any risk to yourself. OMG will not tolerate any bullying, harassment, or discrimination. This includes discrimination by age, gender, disability, faith, sexual orientation, or race; harassment or bullying through inappropriate texting or misuse of social networks; and using inappropriate language to other students or staff. This also includes the grooming of adults at risk where they are primed to allow themselves to be exploited or abused, i.e., in either unwanted financial or sexual behaviour.

If you are the subject of or witness to any of the above, talk to your tutor or the Designated Safeguarding Officers on telephone number 0208 159 3838.

Abuse

There are four main types of abuse: sexual, physical, emotional and neglectful. These are the most common types of abuse. Other types of abuse include:

- Domestic violence or abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Bullying, including cyberbullying
- Child exploitation
- Grooming



This is not a complete list. If you ever experience anything that makes you feel unhappy or uncomfortable, you should tell somebody—your tutor or any staff member.

Emotional Wellbeing

OMG values your emotional health and offers support or referrals to external organisations.

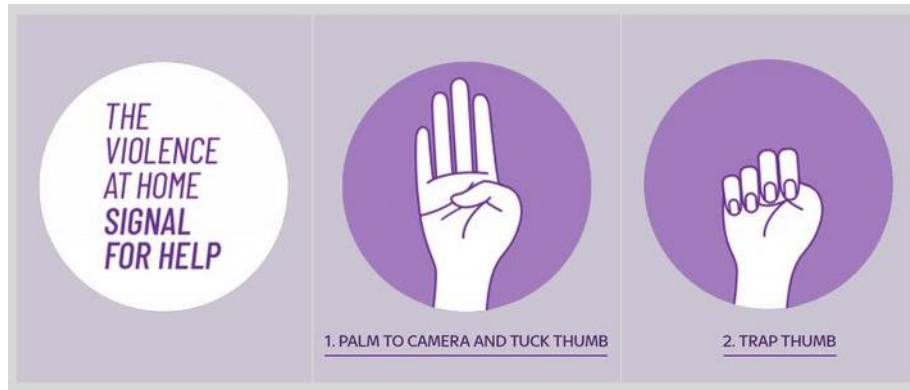
Staying safe online.

You might be required to participate in online learning, such as joining virtual classes or watching pre-recorded videos. Your tutor will record online sessions, including one-on-one meetings, and will let you

know beforehand. These recordings will be securely stored on Google Classroom and accessible after each session.

Online safety is crucial. Here are some tips to stay safe:

Your Safety: If you feel unsafe, please inform your tutor immediately. You can message them during or after the session, call the OMG number, or use the agreed-upon signal for help, such as the one below.



Keep it Private:

- **Video:** Your tutor may ask you to turn on your camera during class discussions. If you have concerns, please discuss them with your tutor before the session.
- **Audio:** Keep your microphone muted until you want to speak.
- **Personal Information:** Avoid sharing personal details or contact information online.
- **Background:** When using your camera, be mindful of your background. Use a virtual background to protect your privacy.
- **Family Awareness:** Let your family know you're in an online class.

Be Professional:

- **Dress Code:** Dress appropriately as if you were attending a physical class.
- **Classroom Etiquette:** Maintain good manners, be punctual, and respect others' speaking time.
- **Online Etiquette:** Follow the "Ground Rules for Learning Online" for specific online guidelines.

Technical Considerations

- **Wi-Fi Use:** Use Wi-Fi, especially for video sessions, to avoid high mobile data costs.
- **Device Choice:** Use a computer, if possible, as it's more efficient and battery-friendly than a phone.
- **IT Support:** If you need IT equipment, don't hesitate to get in touch with your tutor.

Online Safety

- **Privacy Settings:** Control who can see your information, comments, and photos.
- **Think Before You Post:** Be mindful of what you share online, as it can be public.
- **Respect Others:** Consider the impact of your words and images on others.
- **Use Safety Tools:** Learn how to block unwanted contacts and protect your personal information.
- **Respect Copyright:** Avoid using or sharing copyrighted material without permission.
- **Report Abuse:** Know how to report online abuse and seek help.

Risks:

- Bullying
- Grooming
- Misuse of your personal information
- Attempts to pressure individuals into doing and/or seeing something they may not wish to see/do.

Bullying can include:

- Threatening text messages
- Threatening instant messages
- Posting humiliating messages

To do:

- Tell your personal tutor
- Tell any member of staff

What is bullying?

- There is a deliberate intention to hurt or humiliate
- There is an imbalance of power that makes the victim unable to defend themselves
- It is persistent
- It creates a feeling of fear

How do you know if you are being bullied?

- You feel bad
- You dread seeing that person
- You feel afraid

- You can't sleep
- You feel anxious and depressed

If you see or experience bullying

- Tell your tutor/any staff member
- Tell the Designated Safeguarding Officer

What happens if you tell us?

- We make time to listen to you and take your issues seriously
- We agree on an action plan together
- We will deal with the problem together

What is grooming?

Grooming is a manipulative process where an individual uses psychological tactics to gain trust and control over another person. This is often done gradually, starting with seemingly harmless activities and progressing to more harmful or illegal actions.

Key aspects of grooming include:

- **Psychological manipulation:** Using positive reinforcement and other tactics to build trust and dependence.
- **Foot-in-the-door technique:** Starting with small requests to gradually escalate to larger, more harmful ones.
- **Targeting vulnerabilities:** Identifying and exploiting a person's weaknesses or insecurities.
- **Isolation:** Separating the victim from friends, family, or other support systems.

It's important to understand that grooming can happen to anyone, regardless of age or gender. While it's often associated with child sexual abuse, adults can also be victims of grooming, particularly those who are vulnerable or isolated.

If you feel you or someone you know has been groomed, please tell any member of staff, police or the designated safeguarding leader.

What is Peer-on-peer sexual abuse?

The term '**peer-on-peer sexual abuse** includes the use of sexual behaviour to dominate, exploit, coerce, threaten, or intimidate someone.

Let's break down each one:

- **Sexual violence:** This includes acts like rape and sexual assault, which involve non-consensual sexual acts.
- **Sexual harassment:** This involves unwanted sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. It can range from subtle comments to overt threats.
- **Upskirting:** This is a specific type of sexual harassment where someone takes photos under a person's clothing without their consent, often for sexual relief or to humiliate the victim.
- **Sexting:** This involves sending sexually suggestive messages or images, often through electronic means. While it can be consensual, it can also be used as a form of coercion or exploitation.

It's important to note that any form of sexual violence or harassment is harmful and unacceptable.

Victims of these crimes should seek help and support.

Look at the video below and discuss it with your tutor and peers.

<https://www.youtube.com/watch?v=3qPYd3XVMhE>

What are County Lines?

County lines are a form of child exploitation where gangs groom, coerce, or force young people to transport and sell drugs. This illegal activity can happen anywhere in the UK and is considered a form of child abuse. Other forms of child exploitation include sexual exploitation, trafficking, and involvement in gang and knife crime.

Look at the video below and discuss it with your tutor and peers.

<https://www.youtube.com/watch?v=3ILaguFXHr4>

What is Radicalisation?

Radicalisation is a process where individuals or groups adopt extreme political, social, or religious beliefs that reject the current social order and freedoms. This process can lead to violence and terrorism.

If you suspect someone is at risk of radicalisation, you can help by reporting your concerns to designated safeguarding officers. Early help can prevent individuals from becoming involved in extremist activities.

It's essential to be aware of extremist content online, such as speeches promoting violence or videos glorifying terrorism. Report any such content to a trusted adult or authority.

Visit this site to report inappropriate content: www.direct.gov.uk/reportingonlineterrorism

Look at the video below and discuss it with your tutor and peers.

<https://www.youtube.com/watch?v=gx0d6W-QeUQ>

Safeguarding Team

At OMG, the safety and well-being of all our students are extremely important. Below is our safeguarding team, who are always here to listen and make sure you are safe. If you feel that you or someone you know is in danger, has a safeguarding concern, or is a victim of any of the things listed in the safeguarding section of this pack, please contact them or any member of staff in the school.



Jamal Miah
Director
j.miah@omg.school



Helen-Rose Strachan
Designated Safeguarding Lead
helen.strachan@omgeducation.co.uk



Yamna Saeed
Designated Safeguarding Lead
y.saeed@omg.school



Nicola Manley
Assistant Designated
Safeguarding Lead
n.manley@omg.school



Lola Gil-Bermejo
Assistant Designated
Safeguarding Lead
l.roman@omg.school

Student Behaviour

We expect all students to follow these guidelines, which have already been signed in your Learner Agreement.

1. You will attend every session and be on time.
2. Food and drink are not allowed in classrooms or practical spaces—the only exception is bottled water.
3. Mobile phone use is not allowed during lesson time unless the teacher directs it to be used for teaching, learning, and assessment.
4. Hats, hoods and outdoor coats must be removed during lesson time. Bags and rucksacks must not be worn in class.
5. Posting photos or video from lessons onto social media is forbidden unless consent has been given by your teacher.
6. You must arrive prepared for what you need to fulfil your proper work expectations – pens, notebooks, instruments, and technical equipment as applicable.
7. Drug or alcohol use in your place of study or being in your place of study suspected as under the influence is forbidden and will result in a serious disciplinary matter.
8. Be respectful towards all students and staff – no abusive language, verbal bullying, sexual name calling, sexual harassment, or harmful behaviour of any kind.
9. Students must always wear their Identity Lanyards (ID) visibly whilst they're in school.
10. The school facilities & IT are to be used with respect and in line with OMG policy and the ICT User Code of Conduct.
11. Assessed work will be submitted by the agreed deadlines.

The Disciplinary Process – Ready, Respect, Safe

If any problems or difficulties occur regarding your behaviour, attendance, or other issue, our first step will always be to find a solution that is supportive. However, if it is continuous, we may have to follow this process:

- **Stage 1:** A formal verbal warning (kept on record – Arbor). Students may be suspended during this process.
- **Stage 2:** After three minor recorded incidents or one severe one, the Student Contract process will be put in place. This involves recorded meetings with you, parents/carers and, if applicable, any other adult or relevant professional. Students may be suspended at this time.
- **Stage 3:** Suspension/ Exclusion

Verbal Warning

This is a warning that you could get in trouble if you:

- Don't follow instructions
- Are often late or absent
- Disrupt learning or cause problems
- Use offensive language or behave badly

Your behaviour will be monitored, and you could get a formal warning if there are no improvements.

Student Contract Meeting

This is a three-stage process to address serious student behaviour issues:

Stage 1:

- A meeting is held with the student, parent/guardian, and relevant staff.
- A behaviour contract is created with specific targets for improvement.
- These targets are reviewed after two weeks.

Stage 2:

- Another meeting is held to review the student's progress.
- If the student has improved, the contract is signed off.
- If the student has not improved, a new behaviour contract is created with new targets.

Stage 3:

- A final meeting is held to review the student's progress.
- If the student has improved, the process ends.
- If the student has not improved, they will be excluded.

Suspension (without prejudice) and Exclusion

This notice outlines the consequences of severe and disruptive behaviour. Actions like property damage, threats, violence, sexual harassment, bullying, hate speech, substance abuse, and theft can lead to immediate and severe disciplinary action.

1. **Immediate Suspension:** If a student engages in serious misconduct, they will be immediately suspended and sent home.
2. **Parent/ Carers Notification and Meeting:** Parents/carers will be informed, and a meeting will be scheduled to discuss the incident and potential consequences.
3. **Outcome:**
 - **Second Chance:** If the misconduct is less severe, the student may receive a second chance with a behaviour contract.
 - **Permanent Exclusion:** Students may be permanently excluded from the institution for persistent or severe misconduct.

Important Note: A suspension can prevent a student from progressing to higher levels of study within the organisation.

Policies Overview

Punctuality

To help create a positive learning environment, it is important to show respect for your tutors and the learning space. This means attending all classes on time and being prepared to learn.

Up to 5 minutes late:

- Students can enter the classroom quietly.
- They should apologise to the tutor.
- They will be marked as late.
- Three or more late arrivals without a valid excuse will result in disciplinary action.

More than 5 minutes late:

- Students must wait outside the classroom.

- They will be allowed to enter at an appropriate time to minimise disruption.
- They will be marked as late.
- Three or more late arrivals without a valid excuse will result in disciplinary action.

Respectful behaviour at OMG.

OMG EIS is committed to providing a safe and inclusive learning environment. All students are expected to treat each other with respect, regardless of their background or identity. Any form of bullying, harassment, or violence will not be tolerated and will be addressed as soon as possible.

Behaviour outside the classroom.

Students attending OMG EIS are expected to behave responsibly and respectfully, both inside and outside the centre. Actions such as property damage, inappropriate behaviour, littering, and substance abuse will not be tolerated and may result in disciplinary action.

Substance Misuse Policy

Illegal Drugs

OMGEIS will not tolerate drug use of any sort whilst you are at school property or during off-site activities. Students who do not follow the policy will be disciplined. This includes students in possession/under the influence of drugs, solvents and any other harmful substance that can be misused. Students may be permanently excluded if they are found to be involved in drug-related incidents (supplying, possessing or taking drugs).

Prescription Drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non- Prescription Drugs

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in OMG EIS.

Medication

We are aware that some students may need to take medication during the day. Parents/carers should inform staff members in writing as soon as their child starts taking medication.

Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any students involved in any alcohol-related activity may be excluded/permanently excluded.

All these rules also apply when travelling to and from OMG EIS.

Timetable

JOINT	Monday	Tuesday	Wednesday	Thursday	Friday
9.30-10.00	Wellbeing - JF	Wellbeing - JF	Wellbeing - JF	Wellbeing - JF	Wellbeing - JF
10.00-11.00	Maths - TS	Science -SC	English Lang - TS	Music - LGB	PSHE - JF
11.00-11.15					
11.15-12.15	English Lit - TS	Music - LGB	Maths - TS	PE - JF	Drama - NM
12.15-13.15	English Lit - TS	Music - LGB	Business - YS	PE - JF	Drama - NM
13.15-14.00					
14.00-15.00	Maths - TS	Business - YS	English Lang - TS	Spanish - LGB	Humanities - NM
15.00-15.10	Tutorials - LBG	Tutorials - LBG	Tutorials - LBG	Tutorials - LBG	Tutorials - LBG

Key Contacts at OMG

FIRST POINT OF CONTACT FOR ALL SAFEGUARDING CONCERNS

NAME: JAMAL MIAH

CONTACT NUMBER: 07498 330 265

EMAIL: jamal.miah@omgeducation.co.uk

DESIGNATED SAFEGUARDING LEAD

NAME: HELEN ROSE STRACHAN

CONTACT NUMBER: 0208 159 3838

EMAIL: helen.strachan@omgeducation.co.uk

DESIGNATED SAFEGUARDING LEAD

NAME: YAMNA SAEED

CONTACT NUMBER: 0208 159 3838

EMAIL: y.saeed@omg.school

ASSISTANT DESIGNATED SAFEGUARDING LEAD

NAME: LOLA ROMAN

CONTACT NUMBER: 0208 159 3838

EMAIL: l.roman@omg.school

ASSISTANT DESIGNATED SAFEGUARDING LEAD

NAME: NICOLA MANLEY

CONTACT NUMBER: 0208 159 3838

EMAIL: n.manley@omg.school

LOOKED AFTER CHILDREN (LAC) – IN CHARGE PERSON

NAME: YAMNA SAEED

CONTACT NUMBER: 07498 330 265

EMAIL: y.saeed@omg.school

OUT-OF-HOURS SAFEGUARDING CONTACT

NAME: JAMAL MIAH

CONTACT NUMBER: 07498 330 265

EMAIL: jamal.miah@omgeducation.co.uk

Key Contacts within the Tower Hamlets

<p>Multi-Agency Support Team (MAST)</p> <p>You must complete the MAST request for support form to make a referral.</p> <p>Monday to Friday, 9 am to 5 pm (excluding bank holidays). For urgent concerns outside of office hours, call our Emergency Duty Team at 020 7364 4079 (after 5 pm and at weekends)</p>	<p>Phone: 020 7364 5006, Option 2 or 3</p> <p>Extension: 5606 / 5601 / 5358 / 7796 / 3342 / 7828 / 6469 / 3181</p> <p>Email: MAST@towerhamlets.gov.uk</p>
<p>Police Child Abuse Investigation Team (CAIT)</p>	<p>020 8217 6484 (or use 999 if not available)</p>
<p>Local Authority Designated Officer (LADO)</p> <p>Contact Melanie Benzie for allegations against professionals, staff, or volunteers.</p>	<p>020 7364 0677 07903 238827</p> <p>LADO@towerhamlets.gov.uk</p>
<p>Early Help select Option Two.</p> <p>Open during weekdays (excluding public holidays) from 9 am and 5 pm.</p>	<p>020 7364 5006 (select option two)</p>
<p>Children’s Social Care Emergency Out-of-Hours Duty Team (5.00 pm onwards)</p>	<p>020 7364 5006 (Select option 3)</p>