

Harington Parent & Carer Handbook

2026-2027



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1.Welcome to Harington

We are so pleased to have your young person join our community, where they will learn, grow, make friends, and prepare for their future, whether that's work, further study, or independent living.

At Harington, we value individuality, support aspirations, and create opportunities for every student to thrive. Our dedicated staff team is passionate about helping each student achieve their potential, and we believe the best outcomes are achieved when college and families work in partnership.

As an Independent Training Provider, Harington provides a unique opportunity for young adults with learning disabilities and/or difficulties, delivering individual learning programmes designed to

help them into employment, further education or a more rewarding life.

Set up as a charity by the local community over forty years ago, we're located on a unique and beautiful site in Highgate, North London.

We provide individual education, training, and support across a range of activities including retail, horticulture and employability, delivered from inspirational places and supported by a passionate team.

This handbook provides tutor information about our routines, expectations, and opportunities. Please don't hesitate to get in touch if you have any questions. Together, we can ensure that your young person's time with us is happy, safe, and successful.

Jacqui Steel

CEO/Principal

2.Harington Values

Our Vision (*how we want the world to be*)

A Society where all young people with learning differences thrive and lead a fulfilling and meaningful life.

Our Mission (*what we do*)

Creating an inclusive environment, that delivers outstanding personalised education, learning, and support, which lead to further education, employment opportunities, and a fulfilling and meaningful life for each of our students.

Our Values (*our guiding principles*)

Kindness, Inclusivity, Empowerment and Independence.

3.Harington Pathways

There are four strands to the provision:

1. The **Skills Pathways** (Horticulture, Customer Service and Employability) aim to prepare students for work or further study. Students work to obtain qualifications and skills in Horticulture, Customer Service, Maths, English, Employability, Digital Skills and personal and social development.
2. Our **Supported Internship** courses are aimed at students aged 18-24. We offer 2 Supported Internship options; Horticulture and/or Customer Service.
3. **Harington Gardeners** is an employment and training initiative offering practical work experience in a commercial horticulture context.
4. The **Harington Charity Shops** offer practical work experience in retail and customer service skills for students on Harington's Skills Pathways programmes.
5. Harington's **Day Service** provision offers horticultural activity of a therapeutic nature to young people and adults with a learning disability or mental health support needs.

A typical week might include:

Vocational training (e.g., gardening, catering, retail).

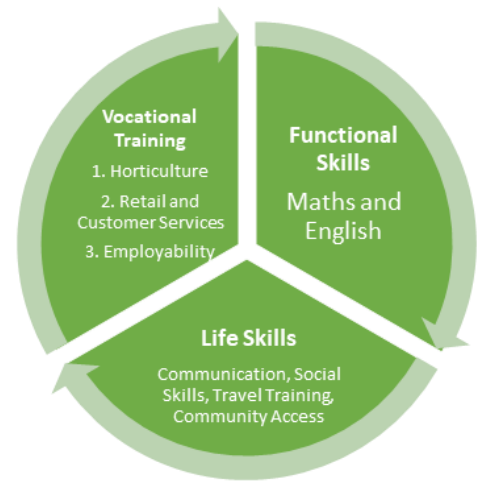
Employability skills (CV writing, interview practice).

Independence skills (travel training, money management).

Work experience with local employers.

Community activities and volunteering.

English and Maths lessons based on student level and need.



Every student has personalised targets based on their EHCP outcomes and personal goals.

Every student has an individual programme of activities to support their personal development and skill needs. All students progress onto positive destinations. Some students are supported to find a job or further training when they leave us and Harington continues to support them and liaises with employers for as long as is needed.

“Students love studying at Harington where they feel safe and welcome. They enjoy learning in the beautiful gardens in Highgate and the well-equipped training centre in Hornsey. The vast majority of students and supported interns complete their courses and achieve their qualifications.”

Ofsted 2024

4. Progress Reviews & EHCP Annual Reviews

All students with an **Education, Health and Care Plan (EHCP)** will have a statutory annual review of their progress. Student places at Harington are funded by local authorities on a yearly basis.

As part of the review process, young people, families, and Harington staff work together to make a recommendation to the local authority about whether a further year at Harington is in the best interests of the student, based on the progress they have made. This recommendation is then considered at a local authority panel meeting, where a final decision is made about funding for the next year of study.

It is important to note that a place at Harington is **not automatically guaranteed until the age of 25**. However, we will always support families by providing clear evidence of progress and working in partnership with you to secure the best outcome for your young person.

In addition to the annual statutory review, Harington also provides **written termly progress reports** for students and families, giving regular updates on achievements and next steps. Our team is also **available to answer questions or discuss concerns**, so that parents and carers feel fully informed and supported throughout their young person's journey with us. Your young person's tutor will provide you with their work email address for regular contact and any questions you may have.

5.Harington Support & Therapies

At Harington, every student benefits from personalised support designed to help them thrive. We offer:

- **Small group sizes** – ensuring every student receives individual attention and learning tailored to their needs.
- **Skilled staff** – including teachers, job coaches, learning support assistants, and therapists, who work closely together to provide consistent support.
- **Pastoral care and mentoring** – with a focus on wellbeing, emotional support, and building positive relationships.
- **Positive Behaviour Support (PBS)** – an approach that encourages students through clear expectations, understanding, and positive reinforcement, helping them develop confidence and independence.

6.Safeguarding at Harington

At Harington, the safety and wellbeing of every student is our highest priority. We are fully committed to creating a safe and supportive environment where all young people can learn, grow, and thrive.

We aim to:

- Protect health and wellbeing by minimising risks for students and staff.
- Promote safe practices and challenge anything that is unsafe or inappropriate.
- Act quickly on concerns by identifying when a student or staff member may be at risk and taking the right steps to keep them safe.

- Encourage openness so that students, families, and staff feel confident to raise concerns and know they will be taken seriously.
- Prevent unsuitable individuals from working with our students through robust recruitment and vetting processes.
- Provide training and supervision so that all staff are confident in safeguarding, child protection, online safety, and the Prevent duty.

If you ever have a concern about your young person's safety or wellbeing at Harington, please contact;

- our Designated Safeguarding Lead (DSL): Barbara Erskine
Barbara.Erskine@harington.org.uk

or

- our CEO/Principal: Jacqui Steel Jacqui.steel@harington.org.uk

7.Student Voice

It is critical that our students have both a voice and a choice in how they learn and in shaping life at Harington.

Student Voice meetings – We have active Student Voice meetings that take place regularly throughout the year. Representatives are elected by their peers and bring forward the views, ideas, and concerns of the wider student body. The outcomes of the meetings help to influence decisions on topics such as activities, facilities and the overall student experience.

Creative feedback opportunities – In addition to the Student Voice meetings, we use a variety of ways to listen to students, including suggestion boxes, group discussions, one-to-one sessions, and creative activities such as artwork, photography, and digital storytelling. These approaches ensure every learner, regardless of communication style, has the chance to be heard.

Student involvement in reviews – Students are always included in discussions about their own progress and future plans, contributing their views to annual reviews and day-to-day learning decisions.

Celebrating student voice – We share student feedback with staff, governors, and parents/carers so that their ideas genuinely help shape the development of our provision.

By listening to our students and acting on what they tell us, we ensure that Harington remains a place where young people feel respected, valued, and empowered.

8. Parent Voice

At Harington, we believe that parents and carers are tutor partners in every young person's journey. Your insight, experience, and feedback are invaluable in helping us provide the very best support.

Regular communication – We keep in touch through newsletters, emails, and meetings so that families feel informed and involved.

Parent feedback opportunities – We actively seek your views through surveys and informal conversations. Your feedback helps us to celebrate what's working well and to identify areas where we can improve.

Working together on reviews – Parents and carers are central to annual reviews and progress meetings, ensuring that the plans we make are realistic, ambitious, and shaped by your knowledge of your young person.

Open door approach – Our staff are always available to answer questions, listen to concerns, or discuss ideas at any point during the year, not just at formal meetings.

You can help by:

- Encouraging good attendance and punctuality.
- Letting us know of any changes in your young person's needs.
- Supporting learning at home.

Together, by valuing both student and parent voices, we want to build a strong, supportive community where every young person can thrive.

"Harington has created a wonderful environment for our son and others to learn at. All the staff are friendly, kind, helpful and polite; there is a nice calm atmosphere, and all students receive the help, support and encouragement they need to progress further and gain skills".

Parent/Carer survey feedback 2024/5

9. Preparing for the Future

We work closely with you and your young person to plan their **next steps after Harington**. From the start of their programme, we focus on building the skills and confidence needed for adulthood.

Possible pathways include:

- **Paid employment** – moving directly into the workplace with support from our staff and job coaches.
- **Supported employment** – through internships, work placements, or social enterprises with additional guidance.
- **Further education** – progression to other colleges or training providers to continue learning.
- **Volunteering** – gaining experience, building independence, and contributing to the community.
- **Independent living programmes** – developing essential skills such as travel, money management, and self-care.

We provide **individual careers advice**, work in partnership with families and local authorities, and support young people through each stage of transition. Our aim is that every student leaves Harington with a positive destination and the skills for a fulfilling life.

10. Mobile Devices

At Harington, we are committed to creating a safe, inclusive and purposeful learning environment where students can fully engage in learning whilst developing the independence and self-management skills needed for adult life.

Students are welcome to bring mobile phones to college; however, during lessons and other structured learning activities, phones must be switched to silent and kept out of sight unless authorised by a member of staff or required as part of an agreed reasonable adjustment.

During Supported Internships, work experience, community learning, travel training and educational visits, students may use their phones where appropriate to support communication, navigation, travel and personal safety. Students are encouraged to

Speak to Harington staff if they need support during the day rather than routinely contacting parents or carers.

Parents and carers are asked to support this approach by avoiding routine contact with students during the college day. If you need to contact your young person urgently, please telephone the college's main reception and we will ensure that your message is passed on promptly. Likewise, if a student needs to contact home during the college day, staff will provide appropriate support to enable this to happen.

Harington recognises that some students require access to a mobile device for medical, communication or accessibility reasons. Where appropriate, reasonable adjustments will be agreed and recorded within the student's support arrangements.

Students must use mobile devices responsibly at all times. Photographing or recording others without consent, sharing images taken at college, livestreaming, accessing inappropriate material or using phones in a way that compromises the safety, privacy or dignity of others is not permitted and will be dealt with in accordance with the college's Behaviour, Safeguarding and Online Safety policies.

11. Student Dress Code & PPE

Students are expected to dress appropriately for a professional learning environment and in a way that supports their safety, dignity and readiness for learning.

Clothing should be clean, comfortable and provide appropriate coverage. Clothing that is excessively revealing, displays offensive or inappropriate language or images, or presents a health and safety risk is not permitted.

Students must wear appropriate clothing and footwear for practical activities, including any required personal protective equipment (PPE). Harington provides boots and gloves for students who will be carrying out Horticulture tasks.

Reasonable adjustments to the dress code will be made where required to meet a student's disability, sensory, medical, religious or cultural needs.

12. Free School Meals & Bursary

At Harington, we want every student to be able to take part fully in their programme. Financial support is available to help with essential costs such as travel, meals,

equipment and other course-related expenses. This section explains the support on offer and how we manage it.

1. The 16–19 Bursary Fund

The 16–19 Bursary Fund provides financial help for young people who might otherwise struggle with the costs of education or training. There are two types of bursary.

A. Bursary for Students in Vulnerable Groups

Students may receive support if they fall into one of the nationally defined vulnerable groups. This includes young people who:

- Are in local authority care or have recently left care.
- Receive Income Support or Universal Credit in their own name.
- Receive Disability Living Allowance (DLA) or Personal Independence Payment (PIP) and Employment and Support Allowance (ESA) or Universal Credit

The amount awarded is based on individual need and the costs required to access learning.

B. Discretionary Bursary

This bursary is available for students who need financial help but do not meet the vulnerable-group criteria. Awards are based on household income and personal circumstances.

Support may include:

- Travel costs
- Meals
- Specialist clothing or equipment
- Support for educational visits, interviews or enrichment activities

Providers may withhold payments if attendance or behaviour falls below expectations.

2. Free School Meals (FSM)

Some students aged 16–19 are eligible for free school meals. Eligibility is linked to household income and certain benefits, such as:

- Universal Credit (within the government earnings threshold)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under the Immigration and Asylum Act 1999
- Child Tax Credit (without Working Tax Credit) within the income threshold.

Applications are usually made through the local authority or directly with the provider.

3. How Harington Administers the Bursary Fund

This section is tailored for your organisation and can be adjusted to match your internal processes exactly.

Our Approach

Harington administers the bursary fund in line with national guidance. We aim to ensure that support is:

- Fair – based on clear criteria.
- Transparent – parents and carers understand how decisions are made.
- Responsive – able to adapt to changes in a student's circumstances.

Application Process

- All students are invited to apply at the start of the academic year or when they join Harington.
- Application forms are available from the Training Centre office or can be requested via email.
- Parents/carers may be asked to provide evidence of household income or benefits.
- Applications are assessed by the Bursary Panel, which includes members of the pastoral and administrative teams.

How We Make Awards

- Awards are based on individual need and the evidence provided.
- Support may be given as reimbursements, direct payments, travel passes, equipment, or meal support.
- Payments are usually made monthly, but one-off awards may be made for specific needs (e.g., interview travel, specialist clothing).
- Students must maintain good attendance and engagement to continue receiving support.

Changes in Circumstances

We understand that family circumstances can change. If your situation alters during the year, please contact the Training Centre office so we can review the students' support.

Confidentiality

All financial information is handled sensitively and stored securely. Only staff involved in assessing bursary applications have access to this information.

4. Who to Contact

If you have questions about bursaries or free school meals, please contact:

info@harington.org.uk or 020 34577997

13.Sickness & Absence

If you need to report that your young person will be absent for any reason, please contact us directly.

- The number for the Harington Highgate site is 020 3457 7997.
- The number for the Harington Training Hub in Hornsey is 020 3457 7994.
- The number for the Duty phone is 0738 374 2454.
- If you do not phone, it is considered as being absent without permission.

14.Term Dates & Calendar

You can find Harington term dates on our website.

You should try to book any holidays during the closure weeks.

Harington Academic Calendar 2026/27

August 2026								September 2026								October 2026								November 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2	1		1	2	3	4	5	6					1	2	3	4								1
	3	4	5	6	7	8	9	2	7	8	9	10	11	12	13	6	5	6	7	8	9	10	11	9	2	3	4	5	6	7	8
	10	11	12	13	14	15	16	3	14	15	16	17	18	19	20	7	12	13	14	15	16	17	18	10	9	10	11	12	13	14	15
	17	18	19	20	21	22	23	4	21	22	23	24	25	26	27	8	19	20	21	22	23	24	25	11	16	17	18	19	20	21	22
	24	25	26	27	28	29	30	5	28	29	30						26	27	28	29	30	31		12	23	24	25	26	27	28	29
	31																							13	30						

December 2026								January 2027								February 2027								March 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
13			1	2	3	4	5	16	4	5	6	7	8	9	10	20	1	2	3	4	5	6	7	23	1	2	3	4	5	6	7
14	7	8	9	10	11	12	13	17	11	12	13	14	15	16	17	21	8	9	10	11	12	13	14	24	8	9	10	11	12	13	14
15	14	15	16	17	18	19	20	18	18	19	20	21	22	23	24	22	15	16	17	18	19	20	21	25	15	16	17	18	19	20	21
	21	22	23	24	25	26	27	19	25	26	27	28	29	30	31		22	23	24	25	26	27	28	26	22	23	24	25	26	27	28
	28	29	30	31				20																27	29	30	31				

April 2027								May 2027								June 2027								July 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3	30						1	2	34	7	8	9	10	11	12	13	38	5	6	7	8	9	10	11
	5	6	7	8	9	10	11	31	10	11	12	13	14	15	16	35	14	15	16	17	18	19	20	39	12	13	14	15	16	17	18
27	12	13	14	15	16	17	18	32	17	18	19	20	21	22	23	36	21	22	23	24	25	26	27	40	19	20	21	22	23	24	25
28	19	20	21	22	23	24	25	33	24	25	26	27	28	29	30	37	28	29	30						26	27	28	29	30	31	
29	26	27	28	29	30				31																						

Closure Weeks/Holidays
Staff Training Week
INSET Days
Public Holidays

Bank holidays 2026/27 UK

31 August '26	August Bank Holiday	29 December '26	Substitute day	1 January '27	New Year's Day	3 May '27	Early May Bank Holiday
25 December '26	Christmas Day			26 March '27	Good Friday	31 May '27	Spring Bank Holiday
26 December '26	Boxing Day			29 March '27	Easter Monday		

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15.Quick Facts

[Harington Student Info Site](#)

This link will also provide lots of useful information about life at Harington for you & your young person.

Term Dates: See section 11

Travel: Parents/carers need to make arrangements for how their young person will travel to and from Harington each day. Harington does not provide transport or make transport arrangements

Meals: Parents/carers need to ensure that their young person has money or a packed lunch. Please note that Harington is a **NUT FREE zone**.

Information about your young person's day off at Harington

Students attend Harington for 4 days in the week.

Each tutor group will have one day off in the week.

Student timetables will be shared ahead of the start of the academic year.

Harington start and finish times:

- Start at 9.30 am
- End at 4:00 pm

Harington Main Site Address:

54 Cholmeley Park

Highgate

London N6 5AD

Tel: [020 3457 7997](tel:02034577997)

Harington Hornsey Hub Address:

44–46 Hornsey High Street

London N8 7NX

Tel: [020 3457 7993](tel:02034577993)

Email: info@harington.org.uk

Enrolments & Placements

Tel: [020 3457 7989](tel:02034577989)

Thank You

Thank you for trusting us with your young person's journey.

Together, we can help them thrive!