



**DAWLISH  
COLLEGE**

## **Information guide**

**For Year 6 students starting secondary education in  
September 2023**



**Ambition Unlocked**

## **Welcome to our College**

***Inspire, support and challenge everyone to be better than they ever thought they could be....***

Dear Students and Families

I am thrilled to be welcoming you into our school community from September. I look forward to getting to know you all individually and to building solid partnerships to ensure success over the coming five years. I am very proud of what we do here at Dawlish College, and I hope that you are raring to go and get stuck in.

New starts and transitions are exciting but can be a little daunting too (for students and parents/carers alike) so I hope that you find the information contained in this booklet useful in helping you to prepare for September. We have a wonderful and highly experienced team of people just waiting to help you settle in and begin your journey so please do not hesitate to contact us if you need to. I can almost guarantee that you won't be the first person to have asked that question and we are on hand to help in any way we can.

Have a super relaxing summer ready to 'do' September in style.

Best Wishes

Sam Banks  
Head Teacher

***Excellence Together***

# **School/Parent Partnership**

**A supportive partnership between parents, staff and students is essential in order to achieve the best for each student. We recognise that one of the biggest adjustments for many parents is the reduction in contact with staff at secondary compared to primary. Below are some of the main ways that we keep in touch with you regarding your child's attitude to learning and academic progress.**

**PARENTS' EVENINGS** – These evenings will give you an opportunity to discuss, via video call student progress or any concerns you may have. All appointments are booked online through school cloud and information will be sent to you regarding this nearer the time. If you are unable to make appointments online you can always call our Student Office who will be able to make appointments for you.

**CAP DATA** – Common Assessment Point information is sent out in KS3 at points in the year. This gives you information about your child and their attitude towards their learning both in school and at home.

**ATTENDANCE** - It is essential that students are only absent when absolutely necessary. All absences must be for 'unavoidable' reasons. We aspire for students at the College to have 100% attendance though we do recognise that absences for medical reasons are often unavoidable. Good attendance and punctuality are crucial to a child making the most of the educational opportunities available to them. There is a clear link between attendance and attainment at GCSE level, indeed 5% of absence across a year equates to the loss of a full grade at GCSE. We will make contact with parents if a student's attendance reaches 97% to discuss concerns and, if necessary, create a plan to support improved attendance.

**HOME LEARNING EXPECTATIONS** - Our single-minded focus is to only set tasks that support the students in making progress in knowledge or skills. We value the time that students are expected to spend, and we use it well by ensuring that they are set purposeful tasks that enable them to understand their strength and weaknesses so that progress can be made.

All home learning will be set on E-praise. Clear and precise success criteria will be given with an appropriate due date.

The majority of tasks will be assignments set within an interactive platform called Seneca. The default position will be that these assignments are based on the retrieval of prior knowledge rather than the acquisition of new knowledge. Student will be directed to get 100% or reach the time limit set each time.

Maths will be set using a different platform: Sparx.

The main objective is to get the highest score possible, so we absolutely expect students to complete each assignment more than once. It is not about getting it done but increasing their knowledge and understanding by completing it multiple times (each time it will be slightly different) filling the gaps in their knowledge and understanding as they go.

**REWARDS & RECOGNITION** - Where students have exceeded our expectations, have made significant improvement towards meeting our expectations or have gone 'over and above' we recognise this with a short, congratulatory message home using the messenger function of E-praise. It is envisaged that these will be relatively low in number and will reflect genuinely exceptional standards or highly significant improvement.

Where students have met the requirements as set by teachers with regards to their home learning, they will be rewarded with one E-praise point.

All staff are encouraged to ring home or email parents directly if they wish to communicate in greater depth.

Students will be rewarded with E-praise points proportionate to their ATL (School) grade in each subject each half term: Four for 'excellent' and two for 'Good'

**E-PRAISE** - To log on to e-praise, you will need a username and password. On the e-praise site (which you can access via the college website) click the STUDENT tab. Enter student username and password and log in. **PASSWORDS:** These will be sent to students during September via the College e-mail system. Your child's will be issued these details in September. Usernames are the same as those issued to students to access the College network.

**PARENT MAIL** - Communicating regularly with you is an important part of what we do. Making sure you get the correct information about activities, events and things that really matter is something we care about.

We use an online system called Parent Mail PMX, which allows you to:

- Use a free mobile app on Android and iOS to pick up school messages instantly or access via your laptop.
- Top up dinner money or pay for schools trips/items in just a few taps.
- Complete forms, give consent/permissions and give feedback on surveys.
- Keep on top of school meetings and events.
- Book parents' evening appointments.
- And much, much more!

**HOW TO REGISTER** - Registering with Parent Mail is very easy. Once your child has started at college, you will be sent either an email and/or text message from Parent Mail to click on a link to register.

- Click 'Register'
- Click 'I don't have a Parent Mail PMX account'. If you already have an account with Parent mail, please click on 'I do' and follow the instructions as below.
- Enter your child's date of birth by either typing in the field, or use the arrow on the far right to select from the calendar. Once you have entered the date of birth, click 'Verify Now'. Check your details are correct. You can edit any incorrect details in the fields. Please also enter a password
- Now click 'Complete Registration'. You will now have created your Parent Mail account.

### **Reporting student absence on Parent Mail**

Absences can be reported in 4 easy steps:

- From the Parent Mail App, open 'Absences' and select the name of your child/children who will be absent.
- Select a reason for absence from a drop down menu.
- Select an amount of time that the child is likely to be off school for.
- Add additional notes to clarify the reason, and then send to college.

Please be assured that Parent Mail is registered with the Information Commissioner and we guarantee that all information you provide will be kept private and will not be passed on to any other organisation.

### **DINNER MONEY**

#### **How do I top up my child's dinner money account?**

- In Parent Mail, click into the Payments tab on the menu > Shop > Look below 'Accounts'
- Below 'Accounts' you will be able to find your child's name listed here. If you have more than one child at different schools, they will also be listed here. Once you have selected who you need to top up for, you can type in an amount to top up.
- When you are in the Checkout section, you will be able to choose a payment method.
- Please note if you wish to pay via pay point, this option is available on the 'other ways to pay' option on the bottom right at checkout.

# College Procedures

**ATTENDANCE** – We ask that all absences are reported by 9:30am. This can be done through Parent Mail or by telephoning the college on 01626 862318. You have a duty of care to inform the College each day a student is absent giving details of their illness and expected return. Non-notification will be classed as unauthorized and will impact on your child's overall percentage. We would ask that students are sent into college wherever possible; students often forget they are feeling under the weather once on site and engaged in learning and social time with friends. The pastoral team can monitor and support the students should they need to return home at a later time.

**MEDICAL APPOINTMENTS** – We appreciate medical appointments have to be made and we ask that, where possible, these are made outside of the College Day. We appreciate this cannot always be accommodated. If a high rate of medical absences continues and a reasonable explanation has not been provided further action may need to be taken to support the family. This may include the school requesting medical evidence to be provided for every absence due to illness.

**FIRST AID** – There are a number of staff who are trained in first aid and can look after minor injuries which occur from time to time. If your child is ill during the day, we will contact you as quickly as possible so that appropriate arrangements can be made. Please ensure the College is kept up to date with the most accurate contact numbers.

**TRAVEL** – Students who live within the designated area but are more than three miles from the school are entitled to travel on a school bus or have a pass for the use of public transport. Students who live within three miles are expected to make their own way to college. For any transport concerns please contact county transport on 01392 383000.

# Curriculum

At Dawlish College we provide a broad and balanced curriculum as we believe that all subjects have an important role to play in developing our young people. In order to provide the variety of subjects we work across a two week timetable: A week and B week. Across the two weeks, the majority of students in Year 7 have the following number of 60 minute lessons in each subject (this remains the same in Year 8):

<b>Subject</b>	<b>Number of sessions</b>
English	8
Maths	7
Science	7
French or Spanish	4 French or 4 Spanish
PE	4
History	3
Geography	3
Religious Studies	2
Drama	2
Art	2
Technology	4
IT	2
Music	2
Core curriculum	6
Core Electives	4

Students currently select their options for study at GCSE towards the mid-point of Year 9 and there will be plenty of information and advice about that process when the time comes.

**LANGUAGES** – Staff at Dawlish College believe that learning a foreign language provides a valuable educational, social and cultural experience. The department has a dedicated team who commit themselves wholly to raising attainment and immersing students in exciting and innovative language experiences in the classroom and beyond. Students in year 6 are asked to select a preference of language (French or Spanish).

**LEARNING SUPPORT** – The College can support students in the four areas of need as stated in the SEN Code of Practice 2014 which are: Cognitive and Learning, Communication and Interaction, Social Emotional and Mental Health and Physical and Sensory. All students who need additional support are predominantly educated in mainstream classes and wherever possible interventions are put into place for students. In a number of lessons students are taught in smaller classes. Mrs Kathryn Wharton Darke SENCO and Mrs Angela Howell, Assistant SENCO are responsible for monitoring the progress of all students who have EHCPs. The SEN policy can be found on our website along with other important SEN information.

**SPORT** – The PE department are a vibrant and enthusiastic team who run an extensive Elective Programme. Boys and girls have a full range of clubs and fixtures throughout the year. The college competes frequently against other local schools. The department also runs competitions throughout the year with a final 'Day of Sport' being held at the end of the summer term.

**START OF DAY ROUTINE/WARM WELCOME** - Our start of day intention is very simple: we want to make sure that every school day for every student starts with a warm and friendly greeting from the members of staff on duty, showing students that we care about them being here and that we are really pleased to see them. That is the essence of the Warm Welcome. To achieve this, all students will enter school through a single entrance into Millennium Hall that will be open and staffed from 8.00am until 8.40am when the warning bell rings for Period 1.

A second intention of the Warm Welcome is to give students every opportunity to set themselves up to be successful for the day and to minimize unnecessary disruption to learning. In the Millennium Hall, we will therefore have breakfast options available for students who need something to eat or drink, and staff will be on hand to support students in making sure that their uniform is correct (by lending pre-loved items or issuing an incorrect uniform pass) and that they have the equipment they need for their lessons that day.

**COLLEGE DAY** – The College operates a fortnightly timetable so that students' timetables are different in weeks A and B.

Lesson 1 - 8.45 - 9.45

Lesson 2 - 9.45 - 10.45

Lesson 3 - 10.45 - 11.45

**11.45 – 12.25 Break 1**

Lesson 4 - 12.35 – 13.35

Lesson 5 - 13.35 – 14.25

**14.25 – 14 .45 Break 2**

Co-Curricular: Core/Electives - 14.45 – 15.35

**Co-Curricular: Core** - In Co-Curricular sessions we include all statutory and non-statutory aspects of the personal Development curriculum, including PSHE and Citizenship, RSE, Careers Education. Literacy, Oracy. Learning to Learn, Life Skills, and assemblies. Core sessions look and feel similar to academic lessons, but with a greater focus on discussion, collaboration and enquiry-based learning.

## **Co-Curricular: Elective**

We aim to teach students the importance of a healthy, balanced lifestyle and that taking part in clubs and activities is enjoyable and rewarding, whether it ends up leading to a lifelong passion or is simply a bit of fun with like-minded staff and friends. Co-Curricular: Electives sessions look and feel a lot like after-school clubs, but all students will attend them.

## **College Expectations**

**CODE OF CONDUCT** – All students who attend Dawlish College will be expected to follow the Code of Conduct.

- ***Take pride in my appearance and wear correct school uniform.***
- ***Behave myself around the site in a way that ensures the safety of myself and others.***
- ***Work hard and attempt all the tasks the teacher has set within the time the teacher has given to me, to the best of my ability allowing others to do the same.***
- ***Arrive to lessons on time, with correct equipment and ready to learn.***
- ***Listen to staff and each other, responding with respect and co-operation.***

**SOCIAL TIME EXPECTATIONS** - Students who are not following these expectations are sent to the isolation room, removing social time for a set period. This ensures break time is calm and enjoyable for all members of the College community.

The college social Expectations are:

- *Follow direct instructions given to you by any member of staff.*
- *Balls are only to be used on the field, Astro turf and basketball court.*
- *No dangerous behaviour anywhere around the site.*
- *No running at any time in the Quad area, or any other corridor space.*
- *Tables around the site are only to be used for sitting at or eating at.*
- *All outdoor wear to be removed once settled in an indoor space.*

**MOBILE PHONE USE** – All mobile phones and any other electrical devices must be kept turned off and in school bags at **all times** whilst on the College site. This includes all corridors, toilets, outside areas and classrooms. **There are no exceptions to this rule.** Any phone seen by a member of staff will be confiscated immediately and kept safe until a parent or responsible adult can collect it from Student Reception. We would urge you to discuss this responsibility with your son/daughter.

# Behaviour for Learning

At Dawlish College this is what behaviour for learning looks like. Students are expected to:

- Arrive at college each day with the correct equipment, ready to learn.  
Students must have:

*2 x Black/Blue pens*

*A pencil*

*A ruler*

*A rubber*

*A pencil sharpener*

*A calculator*

*All kept in a pencil case and carried with you to all lessons.*

*A Reading book*

- Arrive promptly to all lessons
- Show engagement in learning by actively listening
- Ask for help when it is needed
- Complete all tasks to the best of their ability
- Respect other learners and value their opinions
- Be willing to make mistakes to learn and grow
- Take responsibility for their own learning by completing homework
- Be actively involved in opportunities outside of the classroom.

However, if a student is not fully engaged in the learning or they choose to disturb the learning of others the consequences are as follows:

**Green level** - The teacher will speak to the student about the behaviour that is disturbing the learning of others.

**Amber level** - The teacher will ask the student to move to another place in the classroom to enable both themselves and other members of the class to continue learning.

**Red level** - If the same student chooses to continue to display poor behaviour for learning, the teacher will ask them to leave the classroom. They will take their work and be 'parked' in isolation. An email will be sent to parents to inform them of this.

Isolation – Students will remain in isolation for the remainder of that session and until the end of the next break. An email notification will be sent home to inform parents. If this pattern of behaviour continues parents may be asked to come in to discuss with the pastoral team and/or tutor.

## **College Uniform**

At Dawlish College we believe that maintaining high standards and expectations of our students, especially with regard to uniform, sets the smart and professional ethos and culture we want to see in our learning community in order to maximise student outcomes. This is not an exhaustive list but covers the main items required, or not permitted, in order to maintain the uniform.

Compliance with the uniform guidelines is not optional. Single incidents of failure to follow the uniform and guidelines will be met with the opportunity to rectify the situation immediately, be sent home to rectify the situation and return to College or removal from general circulation to complete the learning for the day away from the rest of the student body. No student will attend lessons unless in full College uniform.

### **The Dawlish College Uniform:**

- Smart black formal school trousers
- Completely black shoes
- Plain black ankle socks or black opaque tights
- Smart white school shirt (worn tucked in at all times and with the top button done up)
- Dawlish College tie (worn smartly – tied to the very top and worn to an appropriate length i.e. the tip should reach the waistband of the trousers/skirt)
- Dawlish College Blazer with logo

### **Optional items:**

- A black school V-neck jumper (or cardigan) may be worn but only beneath the blazer and never in place of.
- Pleated black school skirt – Knee length
- Smart, black, tailored shorts.

### **Additional notes:**

- Uniform, including the blazer, must be worn in full and smartly at all times around the College site except when a student is partaking in break time sport on the field, AstroTurf or basketball court
- Students must enter and leave every lesson/tutor time/assembly in full College uniform

- Students must request permission from the teacher to remove their blazer in lessons
- The College uniform is to be worn smartly and in full for the entire journey to and from College
- Outdoor garments must be removed when settled inside the building, including the canteen
- The only item to be worn over the College uniform is a sensible weatherproof coat (other jumpers, cardigans, hoodies etc will be confiscated) –The Head of College’s decision is final
- A single pair of small, plain, discreet earrings/studs and a watch may be worn; other jewellery is not permitted including those associated with facial piercings. A plastic bar may be worn in the case of a nose piercing. No other facial piercings are permitted
- Make up and nails should be discreet, coloured nail polish is not permitted. Students will be given the means to remove excessive make up and/or nail varnish
- Hairstyles must be in line with a blazer based uniform. These must not include any designs cut into or extreme coloured hair which is not of natural colour. Hats are not permitted on the College site
- If belts are worn they should be narrow and plain black with a simple buckle. Designer logos on belts are not acceptable.

**PE Kit – Compulsory kit;**

Dawlish College T-shirt

Dawlish College leggings, shorts or skort

Dawlish College hoodie

Plain Navy tracksuit bottoms

Astro trainers or trainers (non-marking soles)

Gum shield

Shin pads

We are grateful to parents for supporting the College in enforcing these uniform guidelines with our students. Please do not allow finance to become the sole reason for non-compliance. Parents are asked to discuss this with the Head of College to ensure a solution can be supported. Parents who are unsure whether an item of uniform or a hairstyle will be acceptable should contact the Student Welfare Officer for clarification before purchase.

We are proud of our students and our College and the College uniform is a very visible sign of how we view ourselves and the expectations we have of those within our learning community. The Head of College’s decision is final in all matters relating to uniform.

All uniform items can be purchased from Thomas Moore Ltd, 102 Fore Street, Exeter.

## **KEY CONTACTS**

<b>Position</b>	<b>Member of Staff</b>
Head of College	Mr S Banks
Assistant Head Teacher (Safeguarding and Welfare)	Ms K Bukowski
Assistant Head Teacher (Curriculum and Timetable)	Mr P Henderson
Assistant Head Teacher (Personal Development)	Mrs J Carr
Assistant Head Teacher (Teaching and Learning)	Miss E Pierce
Head of School Personal Assistant	Mrs C Beanland
SENCO	Mrs K Wharton-Drake

## **Year Group Team Leaders**

<b>Position</b>	<b>Member of Staff</b>	<b>Senior Leader</b>
Progress Leader – Years 6 & 7	Miss J Brookes	Ms K Bukowski
Progress Leader – Years 8	Mrs L Chantry	Mr S Banks
Progress Leader - Years 9	Mr S Fisher	Miss E Pierce
Progress Leader – Years 10	Mr J Clements	Mrs J Carr
Progress Leader – Year 11	Miss A Reed	Mr P Henderson

## Student Pastoral Support Team

Position	Member of Staff
Student Welfare Officer Year 6 & 7	Ms S Warburton
Student Welfare Officer Year 8	Mrs Lisa Donohue
Student Welfare Officer Year 9	TBC
Student Welfare Officer Year 10	Mrs T Friend
Student Welfare Officer Year 11	TBC
Student Support and Interventions Co-ordinator/Early help Lead	Mrs Tiffany Chambers
College Counsellor	Mrs L Knott, Ms J Finnerty
Mental Health Support Team	Mr A Malcolm & Ms A Hambly
Attendance and First Aid Lead	Miss E Fitzgerald

**If you need to speak or contact any member of staff, please use the college telephone number 01626 862318 and you will be put through to the relevant member of staff. Alternatively, all staff email address details can be found on the college website.**

DAWLISH  
COLLEGE



## **HOW TO CONTACT US**

**Dawlish Community College  
Elm Grove Road, Dawlish, Devon, EX7 0DE**

**by telephone: 01626 862318**

**by e-mail: [office@dawlish.devon.sch.uk](mailto:office@dawlish.devon.sch.uk)**

**website: [www.dawlishcommunitycollege.devon.sch.uk](http://www.dawlishcommunitycollege.devon.sch.uk)**