

Information Guide

**For Year 6 students starting
secondary education in September
2021**



Ambition Unlocked



Dawlish
College

Welcome

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,
Rachel Wickham

Head of College

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 see staff and discuss progress or any concerns you may have. All appointments are booked online through Parentmail 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 the progress your child is making towards academic targets and their attitude towards their learning.

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.

HOMEWORK All homework is logged on e-praise for both students and parents to access. E-praise access ensures that you are able to support your child in completing homework. Studies suggest there is a positive relationship between time spent on homework and achievement for secondary aged children, particularly when parents take an interest and support their child in completing work to a high standard. Students will be given sufficient time to complete homework and a clear deadline will always be given by staff. All subjects

provide a 'Knowledge Organiser' at the beginning of each unit and these form the basis of homework set. Information about these are available on our website.

In addition to the Knowledge Organiser, maths, English and science set an additional 20 minutes homework per week.

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 form tutor will also have been issued these details in September. Usernames are the same as those issued to students to access the College network. If a student forgets their password they need to speak to their tutor who can help to reset it.

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

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- 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.

Booking appointments for parents' evening on Parent Mail

- You will receive a notification either via email or through your mobile device if you are using the Parent Mail app to book an appointment.
- Once you have opened the invitation, you will be presented with the parents' evening booking form. This will tell you further information about parents' evening – such as the location, the dates and the "session status". You will not be able to book your parents' evening appointment unless the status shows as "Accepting Bookings".
- Once you have selected the date, please click 'View/Book Appointments'; here you will be able to view the available appointments to book, with the times and teacher available. To book an appointment, simply click on the slot in question, then click on an available time to book

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 in to 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 taken ill during the day we will contact you as quickly as possible so that appropriate arrangements can be made. Please ensure 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):

Subject	Number of Lessons
English	7
Maths	7
Science	7
French or Spanish	4 French or 4 Spanish
PE	4
History	3
Geography	3

Subject	Number of Lessons
Ethics	2
Drama	2
Art	2
Technology	4
IT	2
Music	2
Citizenship	1

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. Miss Louise Ransom SENCO and Mrs Shelagh Hillyard 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 extra-curricular programme during break times and after school. 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.

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
Tutor Time	10:45 - 11:05
Break 1	11:05 - 11:35
Lesson 3	11:35 - 12:35
Lesson 4	12:35 - 13:35
Break 2	13:35 - 14:05
Lesson 5:	14:05 - 15:05

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. You will, of course be contacted as quickly as possible. We would urge you to discuss this responsibility with your son/daughter. If you or a nominated responsible adult cannot collect it that day, phones will be locked away safely until a suitable time can be arranged for collection.

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.

REWARDS AND SANCTIONS Good choices are rewarded by:

- E-praise points
- Praise Postcards
- letters and phone calls home
- certificates at Awards Evenings

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.

STUDY SUPPORT SESSIONS Take place every Tuesday, Wednesday and Thursday straight after college between 3.05 – 4.05pm
Homework club is also available after school for all students to attend Tuesday, Wednesday and Thursday.

After college detention is held on Thursday between 3.35 and 4.30pm –
Students will be given a reminder slip at the end of the day.

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 school shoes (Boots are not permitted)
- 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 Dawlish College (with logo) black V-neck jumper (or cardigan for key stage 4 students) may be worn but only beneath the blazer and never in place of.
- School skirt (Only available to purchase from Thomas Moore)
- Smart, black, tailored shorts. (Only available to purchase at Thomas Moore)
These may only be worn with black ankle socks.

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 should be discreet, coloured nail polish is not permitted. False/acrylic nails are also 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. Hair clips or bands must be black, plain and simple. 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;

- KS3 College navy shirt with logo
- Navy blue College hoodie
- Navy College shorts or navy/black shorts
- Black/navy tracksuit trousers, Navy College leggings or Navy/Black 'sports' leggings
- Astro trainers preferably, otherwise trainers (with non-marking soles)
- Shin pads, Gum shield

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 and the enforcement of these guidelines.

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

Key Contacts

Position	Member of Staff
Executive Principal	Mr Paul Cornish
Head of College	Mrs R Wickham
Assisstant Principal (Safeguarding and Behaviour)	Mrs K Bukowski
Assisstant Principal (Curriculum and Timetable)	Mr P Henderson
Business Manager	Mrs C Medland
Head of School Personal Assistant	Mrs N Drake
SENCO	Ms L Ransom
Assisstant SENCO	Mrs S Hillyard

Year Group Team Leaders

Position	Member of Staff
Progress Leader: Years 7 & 8	Mr J Clements
Progress Leader: Years 9 & 10	Mr D Osborne
Progress Leader: Year 11	Ms E Wiseman

Student Pastoral Support Team

Position	Member of Staff
Student Welfare Officer Years 7 & 8	Mrs Lisa Donohue
Student Welfare Officer Years 9 - 11	Mrs Tina Friend
Student Support and Interventions Co-ordinator	Mrs Tiffinay Chambers
College Counsellor	Mrs Luan Knott

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

