

The Axe Valley Community College & Sixth Form Centre

**Information for New Students Starting
in September 2011**

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PREPARING FOR SEPTEMBER 2011

Absence and Attendance

Attendance is recorded electronically. When a student is absent from college, a note explaining the absence is required. It is important that the college is informed on the first day of any absence. If contacting the college by telephone (01297 630157), please follow this up with a letter on return to college. We have an electronic calling system for absent students so that we can notify parents/carers as soon as possible if their child has not arrived at college. The calls begin shortly after registers are returned unless we have been notified of the reason for the absence.

Statistics show that students with the highest levels of attendance are the highest achievers. Please support us in our efforts to ensure that all students make the most of their time in education.

Students who arrive late or who leave the college for any reason during the college day, must sign in and out at the Student Office. It is vital that no student leaves the college site without permission from staff. Students who would like to go home each lunch time must bring a signed letter from a parent/carer. The student is then under the direct supervision of the parent/carer for the duration of the college lunch break. Students are not allowed to take their lunch break in the town unless they are prefects.

The Educational Welfare Officer (EWO) deals with any significant attendance problems. The EWO visits the college two days a week to monitor attendance and conducts home visits if there is cause for concern. The college reports all authorised and unauthorised absences to parents through the college report for each student.

Accelerated Reading Programme

The Accelerated Reading scheme develops students' reading skills. Each student is monitored and encouraged to select reading material suitable for their individual level, which is established by Star Testing and takes place each term. Students take computerised quizzes on their books and gain points which eventually generate certificates. We would ask all parents/carers to support us by encouraging their child to read a minimum of 20-30 minutes a day. Please feel free to contact us for more information. Prizes are awarded termly to students who make excellent progress in their reading. For further information contact Julie Layzell, (jlayzell@axevalley.devon.sch.uk)

Anti-Bullying Policy

Rationale

We aim to provide a supportive, caring and safe environment, where students are not afraid of being bullied, but we recognise that from time to time bullying does occur. It is only when such issues are addressed that students can fully benefit from the opportunities available at the college.

Bullying is anti-social behaviour and affects everyone. It can be defined as "the wilful, conscious desire to hurt, threaten, intimidate or upset someone". This may be an individual incident or minor incidents that occur over a period of time. This is especially true when it is

difficult for those being bullied to defend themselves.

The four main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumours, excluding someone from social groups)
- Cyber bullying via mobile phones or internet sites such as Bebo or Myspace

Students who are being bullied may show changes in behaviour, work patterns and concentration and they may start truanting. Staff working on the school premises are alert to the signs of bullying and act promptly against it.

When Dealing with Incidents of Alleged Bullying

Where bullying does occur students and parents are encouraged to report it. All reports of bullying will be followed up and the school undertakes to:

- Deal with the reports speedily, fairly and positively
- Take account of the evidence and all the views
- Offer advice and support to the victim whenever possible
- Offer advice and help to the person responsible
- Ensure all involved are kept informed
- Operate a recording and reporting procedure
- Operate a system of sanctions or punishments which reflect the seriousness of the offence

The Following Disciplinary Steps may be Taken:

- Official warnings to cease offending
- Detention
- Exclusion from certain areas of the college
- Changes in seating arrangements in a classroom
- Behaviour contracts
- Isolation
- Fixed term exclusion
- Permanent exclusion

We would ask that you consider the following points in helping us to reduce any bullying that occurs in school

If you are told of such an incident, please do not encourage an action of 'hitting back'. It may be just what the bully wants. Emphasise that there is nothing wrong with the person being bullied and that help is available. Sometimes just talking about the issues can help; if not please contact the school.

When you contact us we will arrange for details to be taken and for a response to be made. Staff are experienced and use tact and discretion in their follow up procedure. Action varies and it does not necessarily mean that punishment occurs.

We do believe that adults set an example in their own behaviour and that in school, the whole community (parents, students, staff and support staff) has a role to play in combating bullying.

There is no such thing as an 'innocent' bystander. If any of us are aware of, or see bullying taking place, we should do something to prevent it.

Raising the Awareness of Bullying

An information sheet on bullying is available for students and parents. Within the curriculum the school will raise the awareness of bullying through inclusion in PSHE, assemblies, plays and workshops, in an attempt to recognise why bullies bully and how we can eradicate such behaviour. If you require further information please contact Ms P Tollett, (ptollett@axevalley.devon.sch.uk)

ASPIRE 'Gifted & Talented'

Launched in 2011, ASPIRE is a unique college-based programme designed to raise the aspirations of gifted and talented learners. The aims of ASPIRE are to secure the highest attainment at GCSE and A Level, to enable learners to progress to the top universities and best apprenticeships and to overcome economic and social disadvantage faced by some learners.

To achieve these long-term aims we have developed a programme that is designed to raise aspirations, equip and motivate learners with excellent learning habits and life skills and develop a broad intellectual and cultural curiosity about the world.

Programme

ASPIRE is organised into a 'lower' school (Years 4-8) and an 'upper' school (Years 9-13) with learners joining in September or January. This unique and comprehensive programme is tailored to the needs of each learner and includes a wide range of activities – day workshops delivered by experts or visiting artists/writers, cultural trips, residential courses, 'master classes', and one-to-one mentoring sessions. The older learners also have access to additional courses such as the Extended Project Qualification.

The programme is delivered in partnership with Exeter University, local and national businesses, charities and gifted and talented organisations.

Admissions

Learners from primary schools in the Axe Valley Learning Community can be nominated by their class teacher between Years 4-6. Attainment in two of the core subjects (English, Maths and Science) needs to be within the top 10% nationally and is based on teacher assessment.

Learners at The Axe Valley Community College will be nominated if their attainment is in the top 10%. For Years 7-11 this is based on a cognitive test and national curriculum levels for English, Maths and Science. In Years 12-13 the nominations are based on average GCSE point score.

We are determined to ensure that social and economic disadvantage does not hold back learners from achieving their potential. As a result we aim to recruit at least 20% of learners who receive Free School Meals.

All nominated learners are invited to take up membership of ASPIRE and attend an induction event aimed at making them feel part of something special.

Costs

ASPIRE activities are free to all members. The programme is financed through our own funding as well as sponsorship. Parents/carers may be invited to make a contribution to some activities.

Expectations

We expect members of ASPIRE to apply themselves fully to all aspects of the programme from

induction to completion. In return the college pledges to provide a first class, individual development programme for each learner.

Information

Please visit the website www.axevalley.devon.sch.uk/aspire or contact Mrs Rebecca Levi, ASPIRE Co-ordinator (rlevi@axevalley.devon.sch.uk) 01297 32146.

Assessment

Students are formally assessed in each subject area at least once a term. This usually takes place in the second half of the term. Teachers will use National Curriculum levels or GCSE grades and provide feedback on 'what went well' and 'even better if'. Teachers record the levels / grades awarded in a database and this information is shared with parents through the end of term Progress Reports. At the end of each term a meeting is held by key members of the year group to consider the progress of all students against their target grades. Where students are performing well and exceeding targets we will contact parents with a letter of commendation. Where students are performing below expectations and we feel action is required to support them we will also write to parents outlining our concerns and explaining what we are going to do about it. This could involve providing the students with additional support in English or Maths, teacher-led support in class or mentoring support. This intervention will typically last about 10-weeks and we will evaluate progress at the end of this period. Our aim is to quickly tackle underachievement and effectively support the student to get back on track quickly. For further information about these procedures please contact Mr Holland (Assistant Headteacher) dholland@axevalley.devon.sch.uk.

Caring for Students

We believe that good relationships between staff and students promote a more effective learning environment. On admission to the college, students are placed in tutor groups with other members of their year. They usually remain in the same tutor group while at The Axe Valley Community College. The Form Tutor and the Year Leader are likely to be the teachers who know your child best. If there is any matter which you wish to discuss concerning your child, it is a good idea to contact these teachers first. Ms P Tollett is our Student Support Manager and she works with the Year Leaders and senior staff liaising with parents on issues of student welfare and guidance.

Catering

Breakfast is available from 8.00 each morning. Students are able to purchase cereal, toast, hot snacks and drinks. During break time a wide range of sandwiches, hot snacks and drinks are available from the canteen. At lunch time students can buy food from the canteen where a good selection of meals and snacks are available at very reasonable prices. Students can also bring a packed lunch.

We have been designated a 'Healthy School'. This means that we have been recognised as offering a balanced range of foods for students to purchase at break and lunchtime. We adhere to the national nutritional guidelines and do not sell crisps, confectionery or snack bars. We believe that healthy eating is vital for our students and are always striving for improvements.

Challenge Days

Students are involved in three challenge days throughout the year, one a term. The challenge is usually something developed and delivered by a department, such as bag making with the Technology Department, which introduces students to the process of design-making and marketing of bags. At another time the challenge may be organised by the Year Leader and tutors and involve an outward bound activity such as followed by Year 8 last year.

The challenges change each year and enable students to work in different groups than normal often with outside bodies taking on issues or perform in an event which would not be possible during the normal school day.

Charges and Charging Policy

A general aim of the Education Reform Act is that education is provided free of charge. There are some situations where charges are permissible and, in others voluntary contributions are vital if the educational experience is not to be diminished.

The governors are anxious to enrich the education of the students in the college by encouraging enterprise and imagination in promoting interesting activities both in the classroom and in the world outside. They hope parents will contribute to those activities which, without such support, would not be possible within the limited finances of the college. In certain circumstances governors may be able to remit any charges that a family with hardship may incur.

The governors wish to expand the activities of the college to make it a more enjoyable and interesting environment for its students. They are confident that parents will support them in this aim.

The college's charging policy, outlined below, has been determined in relation to that of the Local Authority:

- Voluntary contributions will be requested wherever permitted by the law
- Charges will be made wherever the legislation permits
- We shall remit charges to families who are on Income Support or Family Credit and in other particular cases wherever we consider it appropriate
- Parents will be asked to pay in cash or kind for materials used in craft etc. if they have expressed a desire to retain the final product. At the start of Year 7, parents are invited to contribute £15 towards to cost of materials for Technology. Students are encouraged to take home items made.
- The circumstances for any charge will be clearly stated in writing to the parents.

Any student damaging college property, or breaking equipment through lack of care, may be required by the governors to pay the replacement costs.

Classroom Rules

Responsibilities	Covers	Rule
Movement	Movement in and out of rooms and around the college	Think of others before yourself, take care when walking around the college
Learning	The way we learn in Group	Always co-operate with

	work; Whole class work; Individual work	others, listen to each other and your teachers and always try your best
Communications	Noise levels Getting Attention Working with a Partner Speaking to each other	To get attention put up your hand and listen to others politely. Do not shout
Mutual respect	The way we behave towards one another Manners and courtesy Physical hurt	Treat others as you would like to be treated
Safety	Use of equipment General safe behaviour	Use equipment sensibly, think about other people around you
Problem solving/conflict	The way we resolve/solve difficulties The way we report and record problems	Count to ten before you react. Always tell a teacher if you see or experience bullying
Organisation	Equipment Uniform Homework and diary Punctuality	Always be prepared for the day ahead

College Day

8.35am	-	8.45am	Staff meeting
8.45	-	8.50	Movement time
8.50	-	9.00	Registration
9.00	-	10.00	Period 1
10.00	-	11.00	Period 2
11.00	-	11.20	Break
11.20	-	12.20	Period 3
12.20	-	1.20	Period 4
1.20	-	2.10	Lunch
2.10	-	2.25	Assembly/Registration
2.25	-	3.25	Period 5
3.25	-	3.30	Duty

College Nurse

We are fortunate in having the services of a college nurse for two mornings each week. She is able to talk confidentially to students about medical matters. The college also benefits from the services of a counsellor (non-teaching) one and a half days per week. The college is not funded for this service and cannot guarantee its availability. All efforts are made to refer students in need to the counsellor if appropriate.

College Year

Autum Term 2011

September

1st – Staff Training Day
2nd – Staff Training Day
5th – Yrs 7/10/12 Students return to college
6th – All students in college

October

21st – Staff Training Day
24th – 28th - Half Term

December

16th – Last Day of Term

Spring Term 2012

January

4th – Staff Training Day
5th - Students return to college

February

13th – 17th – Half Term

March

29th – Last Day of Term
30th – Staff Training Day

Summer Term 2012

April

16th – Students return to College

May

7th– Bank Holiday

June

4th – 8th - Half Term

July

20th – Last Day of Term

Communication with the College

Letters and other documents will typically be sent home via your son / daughter so it is important to establish a procedure at home for this. We produce a monthly newsletter which provides an update from the Headteacher and general news about college life. In addition we publish a daily student bulletin which provides information about clubs, activities, reminders and canteen menu. All this information is published on our college web site.

Increasing we use email to communicate with parents. It is important for us to have an email address for you so that you can take advantage of this quick and reliable form of communication. In addition we use a text messaging service to provide reminders to parents.

During extreme weather we will need to communicate to parents quickly and accurately so that you can be well informed, especially where school closure is a possibility. We will use the college web site, twitter, email and text messaging to ensure that communication is effective. The most likely period for this is during snow.

Complaints Procedure

We value the good relations we enjoy with parents and the local community. It is our belief that these good relations are based on mutual respect and a willingness to listen to all points of view. The governors have adopted a complaints procedure which provides a structured opportunity for all concerned to express and resolve any difficulties which may arise. It is our aim to continuously improve the quality of service and provision we offer as a college. We are, therefore, genuinely interested to hear of and resolve all complaints and concerns. The procedure is as follows:

- Contact the college with your concern. The teacher or Headteacher will ensure that the matter is referred to the relevant member of staff.
- If the issue is not resolved, the complaint should be referred directly to the Headteacher who will investigate.
- If appropriate, the Headteacher will meet with the individual lodging the complaint and the Chairman of Governors.
- A formal complaint to the governing body can be made if the individual making the complaint is unsatisfied. The complaint will be heard by a panel of at least three governors.
- If and only if, the complaint falls under section 409 arrangements, Education Act 1996, it can be referred to the LA. In all other cases, the governing body's decision will stand.
- If all else fails, the Secretary of State for Education and Employment will give direction if the governing body or the LA have acted unreasonably or have failed to make provision. If the complaint is against action, or not taken, by the LA, it is also possible for that complaint to be referred to the Local Government Ombudsman.

Any enquires should be directed to the Children and Young People's Service: County Hall, Topsham Road, Exeter, EX2 4QD. Telephone: 01392 382000.

E-safety

The internet is an ever-growing tool for accessing resources and information and due to this there has been an increase in its use. More and more people are accessing the Internet everyday for a whole range of information and services.

One key group who are accessing the Internet are school children like your son/daughter. They use the Internet to source information to help them complete homework and coursework and use a variety of websites and interactive resources to enrich their learning experience. However, the Internet is an un-moderated source of information and as such there are a variety of websites that do not provide educational content and in many cases are unsuitable for school children to view.

The issue of e-Safety is growing and it is important that anyone involved in educating or enhancing a child's learning experience (e.g. content/technology providers, parents etc.) need to be aware of the massive impact that unsuitable sites can have. The college has ensured that access to the internet is through an internet filter that allows all access to be monitored and helps prevent access to sites that are deemed unsuitable either because the content is offensive or has no educational value for the courses studied.

Whilst at the college your son/daughter will have access to the Internet only once they have returned the college's internet agreement which sets out our expectations for the use of the internet at college and this must be signed by your son/daughter and yourselves. This will be issued to students in the initial weeks of their ICT lessons. E-safety topics are covered in the first project year 7 students undertake in their ICT lessons, this topic is revisited in year 8 again in their ICT lessons and in year 9 they cover this issue in their LSPD lessons.

Extra Curricular

The college provides a wide range of activities covering physical, aesthetic and cultural pursuits. These take place at lunch times, after college, in the evenings and at weekends and include

performing arts productions, theatre trips, homework clubs, sporting activities, poetry competitions, curriculum extension classes, library, competitive college sport teams and/or county/district trials, Ten Tors and Duke of Edinburgh Award. As well as a variety of peripatetic music lessons available to students, they may also become involved in attending concerts or providing music for various 'special occasions'. At the end of the Summer term, the curriculum is suspended and students and staff work together to provide a wide range of activities and opportunities.. Examples from the Summer 2010 programme include Surfing on the Atlantic Coast, Thorpe Park Trip, Ashcombe Activity Centre, Splash Down in Poole, Paintballing, an opportunity to take part in a Rock Band, an activity visit to Austria, golf, craft activities and an overnight camp at Escot.

Free School Meals

The Government has introduced new funding arrangement for schools. One of the key changes is the introduction of a Pupil Premium, which is linked to the number of students who receive Free School Meals (FSM). Schools will receive an additional £430 for every student who claims FSM. If you are eligible for FSM please consider making an application; this will make a significant difference to the amount of funding that is available to school over the coming years.

Many parents already take up their entitlement to claim FSM (about 9% last year). The benefits are worth £2.10 per day – that's £10.50 per week per child! There is a huge choice of delicious and nutritious meals available each day.

If your child receives free school meals in their current (Devon) primary school they will automatically have their entitlement to a free meal transferred to The Axe Valley Community College, unless their circumstances have changed. An application form for Free School Meals is available from reception if required.

Governors

Our governors represent a wide cross-section of the community. Their experience, advice and active support are of immense value to staff and students. The parent governors are a useful contact if there are any issues which you would like to raise at meetings of the governing body. All policies agreed by the governors are available in the college office, should you wish to examine them. The college is fortunate in having a hard working, experienced and committed governing body. Full Governing Body meetings occur twice a term and much of the work of the governing body is carried out by a number of governors' committees which report back to the Full Governing Body meetings. The committees are as follows:

- Curriculum and Community Committee
- Finance and Personnel Committee
- Sites and Buildings Committee

Our current Chairman of Governors is Mr Graham Godbeer who can be contacted via the college.

Members of the Governing Body (as at Summer Term 2010)

Chairman	Graham Godbeer	Community
Vice Chairman	Carol Simpson	Local Authority
	Nigel Cole	Community
	Carol Woodhouse	Community
	Carol Manley	Community

Graham Watts	Local Authority
Geoff Kerr	Local Authority
Ruth Coghlan	Parent
David Mortimer	Parent
Stephanie Evans	Parent
Jo Osborne	Staff
Anita Whipp	Staff
Julie Layzell	Staff
Martin Smith	Headteacher
Lin Walkerdine	Clerk to the Governing Body

Holiday Requests in Term Time

We strongly discourage term time holidays. We advise parents not to book any holiday until permission has been granted. Parents should apply, using the form in reception, well in advance. We will only grant permission if there are exceptional circumstances for doing so and the student's attendance is above 92%. We do not grant holidays during exam time and we do not grant holidays in the first term of Year 7 or at any time during Year 10 and 11.

If a parent decides to take a child out of school during term time without permission, we notify the Education Welfare Service and this triggers the county policy on Penalty Notices. This means that any one with parental responsibility is liable to receive a fine and/or other legal action may be taken. We have a statutory duty to refer to the Welfare Service if attendance is causing concern. Please note that we reserve the right to withdraw authorisation for time off due to illness if we feel that this is excessive.

Home College Agreement

Parents/Carers – I/We will make every effort to:

- See that my child goes to college regularly, on time, in correct uniform and properly equipped
- Make the college aware of any concerns or problems that might affect my child's work or behaviour
- Support the college's policies and guidelines for behaviour
- Support the college in its efforts to deal with any bullying if it occurs
- Support my child in homework and other opportunities for home-learning
- Attend parents' evenings and discussions about my child's progress
- Get to know about my child's life at the college
- Ensure my child eats a balanced, healthy diet

*Signature*Parent/Carer

The College will act professionally and aims to:

- Care for your child's safety and happiness
- Ensure that your child achieves his/her full potential as a valued member of the college community
- Treat bullying as a serious issue if it occurs
- Provide a balanced curriculum and meet the individual needs of your child
- Set and mark students' work regularly
- Achieve high standards of work and behaviour through building good relationships and

- enjoying a sense of responsibility
- Keep you informed about general college matters and about your child's progress in particular
- Be open and welcoming at all times and offer opportunities for you to become involved in the life of the college

Signature Headteacher

Students – I will try my best to:

- Abide by the college rules and make a positive contribution
- Attend college regularly and on time
- Bring all the equipment I need every day
- Wear the correct college uniform and be tidy in appearance
- Do all my classwork and homework as well as I can and on time
- Be polite and helpful to others
- Never be a bully and report others who bully
- Keep the college free from litter and graffiti
- Understand my time a college is a preparation for my future

Signature Student

Homework

Homework is set to consolidate and develop classwork. It is vital in enabling students to acquire increasing independence in their studies. The following list comprises the range of work we will expect our students to do at home:

- any assignment set - writing, reading or planning
- revision of work carried out during the day
- completion of unfinished or missing work
- preparation of questions to ask about work
- research on a topic
- extended reading

Homework Guide - Minimum Expectations

<i>Subject</i>	Year 7	Year 8	Year 9	Year 10	Year 11
English	1 hr	1 hr + 15 mins	1hr + 30 mins	1hr + 30 mins	1hr + 30 mins
Maths	1 hr	1 hr + 15 mins	1hr + 30 mins	1hr + 30 mins	1hr + 30 mins
Science	1 hr	1 hr + 15 mins	1hr + 30 mins	1hr + 30 mins	1hr + 30 mins
Mod Langs	40 min	40 min	45 min	1 hr	1 hr

Tech	40 min	40 min	45 min	1 hr	1 hr
His and Geog	20 mins each	30 mins each	30 mins each	1 hr each	1 hr each
GCSE PE	-	-	-	1 hr	1 hr
Creative Arts	40 min	40 min	40 mins	1 hr	1 hr
ICT and Citizenship	-	-	-	variable	variable
TOTAL	5 hrs + 40 mins	6 hrs + 45 mins	7 hrs + 40 mins	8 hrs + 30 mins	8 hrs + 30 mins

Learning Platform.

The College's learning platform is a tool to support the teaching and learning of students that the college is developing within specific subject areas (currently ICT and Business) and it is hoped will roll out across the college over the next four years. Where a student studies a course that is delivered via the learning platform, they will be able to see what assignments are due and their deadlines, the marks and comments they receive for these assignments. As this tool is developed, they will also be able to respond to questionnaires, contribute to discussions and create an e-Portfolio to showcase examples of their best work.

Parents will also be provided with access to the learning platform in the near future and this will allow you to know where your son/daughter is by the ability to:

- view the assignments that have been set for your son/daughter for those subject areas currently using the learning platform,
- view attendance details,
- view any achievement and behaviour incidents,
- view your contact details held by the college and the ability to notify of us of any changes necessary.

We are keen to develop this tool but are aware that to do so properly will take significant time. Updates to the functionality of the learning platform will be posted to the website and via the college newsletter.

Lockers

Lockers are an optional extra for students. The total charge for a locker for Year 7 through to Year 11 is £10.00 which is a non-returnable deposit. Keys are the responsibility of the students and replacement keys are £5.00. Application forms for a locker will be available during the first part of the Autumn term.

Lost Property

Students should avoid bringing large sums of money or valuable possessions to college. If students choose to bring such items to college they do so at their own risk and we cannot be held

responsible for them. In PE lessons, watches and money should be given to PE staff for safekeeping.

Any lost property found in school should be handed in to the Student Office. Named articles are returned to students. Unnamed articles are placed in the lost property box in the Student Office. Those left unclaimed for more than a term will be disposed of. Please ensure that all items/uniform are named.

Modern Foreign Language

German and French are the two modern foreign languages taught at The Axe Valley Community College. Students in upper sets will study both languages at KS3 opting to do either or both at KS4. Other students will do either French or German and can opt to do that language at KS4.

There is no choice as to which language is studied though should there be a family link then we will do our best to accommodate, after taking into account the student's proficiency in that language and overall ability. Please contact the Subject Leader for Modern Languages, Ms Henkus, to discuss.

Students who are proficient in other languages (in the past this has been Spanish, Polish, French and Italian) are also offered the opportunity to gain a GCSE qualification in Year 8 or 9 in that language.

Organisation

Each student will be provided with a student planner which details their daily timetable and homework timetable. The students also use the planner to record their marks and key assessments and targets for improvement. Please check their planner regularly to view homework set and encourage your child with their progress.

Students will need to be prepared for every lesson and are expected to have the following basic equipment for lessons: pencil case, pens, pencils, coloured pencils or felt tips, ruler, eraser, basic calculator, compass, protractor, student planner and a suitable bag to keep everything in. Items of stationery, including memory sticks, are available for purchase in the Library.

Parents' Evenings

Parents' Evening are held once a year for each year group. We will publish the dates at the start of the year in our calendar and reminders will appear in newsletters. At a Parents' Evening you will have the opportunity to meet with subject teachers, the form tutor and (if required) the SENCO and Year Leader. Students are issued a booking form and make appointments on your behalf. Typically the evenings are between 5pm and 7pm and held in the C Block area of the college (building closest to Bus Park). In addition there are two General Parents' Evenings which are opportunities for parents to visit a smaller number of teachers or other members of staff because they may have a concern they wish to raise. Often Year 7 parents welcome this as an opportunity to check that their son / daughter has settled in. It is vitally important that parents / carers attend Parents' Evenings. If the date / time is not possible then separate appointments can be made through the Year Leader.

Parent Support Workers

There are two Parent Support Workers who support parents/carers across all schools in the Axe Valley area. They offer support and advice to parents across a wide range including support when children transfer to secondary school, help with completing forms or writing letters, liaison with schools and other agencies, support with attendance and behaviour and opportunities to meet with other parent/carers via 'drop in sessions' and workshops. Please contact Lou Allen: lallen@axevalley.devon.sch.uk or Rachel Treacy: rtreacy@axevalley.devon.sch.uk for further information.

PTFA – Parents, Teachers and Friends Association

All parents are automatically members of the PTFA. Some play an active part by supporting the wide range of activities organised throughout the year. Details of activities and meetings are published in the college newsletter. Your support would be welcomed and appreciated. The college is very fortunate in having a supportive group of parents and friends who organise fund raising events. Each year as our older students complete their examinations and leave the college, we also lose a valued group of loyal parents. We are keen to recruit new parents to join this friendly and welcoming association. To find out more please contact the Chair, Mr R Cross, at rcross@axevalley.devon.sch.uk

Personal Data Checking Sheets

Parents will be asked to check and return a copy of the Student Data Checking Sheet. This provides the essential information we need such as address, contact details with telephone numbers and email addresses, and all relevant medical information. Please ensure you tell us if this information changes.

Photographs

Photographs of all Year 7 students will be taken during the first term (this year they will be taken on 6 September 2011). These will be available for purchase a couple of weeks later. From time to time, photographs are taken of students to record and celebrate the variety of activities on our campus. We would like parents to be aware that some of these may be used on the college website, (first names only), in the college newsletter or in the local press when it is sometimes customary to identify students by name. The college will request consent from parents. The college is acting on Devon LA legal advice in this manner.

Reporting

A Progress Report will be sent home to parents at the end of each term. For each subject area there will be the following information:

1. In the 'Expected' column we will provide the National Curriculum Level we expect your son / daughter to reach by the end of the term. The targets we expect students to reach are ambitious and designed to stretch students of all abilities.
2. In the 'Achieved' column you will find the National Curriculum Level that your son / daughter achieved in the most recent assessment that term. Assessments will vary from subject to subject: in some it may be a mini-exam (e.g. Science) while in others it will be a piece of work that has been produced over several weeks (e.g. Art).

3. A summary comment about the overall 'Progress', 'Attitude to Learning' and 'Behaviour'.
4. A summary of the positive and negatives that have been recorded for the term
5. A list of books that your son / daughter has read that term and successfully quizzed on through the Accelerated Reader programme
6. In the summer term the report will also include comments from their form tutor.

We hope that this information will enable parents to play an active role in understanding the progress of their son / daughter.

Rewards and Sanctions

We have an exciting Rewards and Sanctions system at The Axe Valley Community College. In October we launched the new rewards system, which has proved a great success so far. Students are now awarded 'bonus' pounds from the Bank of Axe Valley as rewards for effort, participation and producing high quality work. These are awarded in lessons using our electronic registration system or through paper versions. At the end of each half term students are given a raffle ticket for every five pounds they have in their 'account'. During the Celebration Assembly a prize draw is held and each year group receives £100 worth of prizes. Students with the most pounds automatically receive a prize. Using the same system students can also receive 'penalties' where a pound or more is deducted from their account because of a negative (e.g. poor behaviour, rule infringement, uniform etc). The aim of the system is to increase the number of positive rewards for students and motivate them to achieve. Early signs are very encouraging: in the first two weeks approx 11,000 positives were awarded compared to 2,500 negatives. Celebration assemblies are major events where all sorts of achievements are recognised, from sports, arts to academic, as well as the raffle.

Safeguarding Children

We would like parents to be aware that schools/colleges have a duty to safeguard and promote the welfare of children in their care. This responsibility includes the college having a Child Protection Policy and procedures. These documents are available from the college on request or through our website. Our policy makes it clear that schools/colleges may need to share information about students and work in partnership with other agencies when there are any child welfare concerns.

In general the school/college will seek to discuss any child welfare concerns with the family and, where appropriate, inform them before making referrals to Social Services. We reserve the right to make a direct referral to Social Services in circumstances where there may be an increased risk to the child. The school/college will also take into consideration the child's views on this issue, particularly when the child is sufficiently mature to make informed judgements. Any referral will be made in the best interests of the child.

Our college Designated Child Protection Officer and Designated Domestic Abuse Officer is Ms Tollett and the deputy (if Ms Tollett is away), is Mr Smith (Headteacher). Our Child Protection Link Governor is Mrs Carol Simpson.

If you are concerned about the wellbeing of any of our students please feel free to discuss the matter with us. Alternatively, a consultation service is available on 01392 383054 or 384574. This line is manned by the Children and Young People's Service (formerly Social Services) and they will be happy to advise you about what to do next.

If your concern is about the way a member of staff is treating a student please do not hesitate to telephone Ms Tollett or Mr Smith.

Safeguarding our young people is very important to us and it is vital that we work together to protect them in every way possible.

Setting

Students in Years 7 to 9 (Key Stage 3) are banded for most subjects into broad mixed ability bands based on a combination of factors such as Key Stage 2 SATs results, teacher recommendations and NFER test results (cognitive test).

Students are set for English, Modern Foreign Languages and Maths. In these subjects setting takes place based on a student's ability.

In Key Stage 4, all the core subjects are set into ability groups. The options are mixed ability groups.

Sick Bay

This is located in the Student Office in the Reception area of the main building. The college is limited in what it can do to look after students who are unwell or injured. All reasonable efforts will be made to care for students who come to sick bay either injured or feeling unwell. Parents will be contacted and asked to collect any student who is not well enough to attend lessons.

Please help us to do this efficiently by ensuring we always have up-to-date contact information. We also have staff qualified in first aid to deal with any emergencies.

Special Educational Needs (SEN) Arrangements

The Axe Valley Community College complies with the Revised Code of SEN practice. Students with learning needs are identified as part of the Year 6 - Year 7 transition arrangements. The college is fortunate to employ several Teaching Assistants (TAs) who work within departments to support the learning of students who need assistance in accessing the curriculum. In addition, we have a team of Learning Support Co-ordinators who provide specialist support.

The college keeps an up-to-date Learning Support register and follows the referral process. All students with full SEN statements are reviewed annually at meetings to which parents/carers are invited. Individual Education Plans set targets for students on the SEN register. IEPs are the means by which progress is reviewed; this is done each half term.

Reading and spelling ages are monitored at key points for students with identified learning needs. All students are tested for verbal, non verbal and numerical potential shortly after they join us in Year 7. These tests (NFER Cognitive Ability Tests) are conducted by all Devon colleges in line with county policy. It is the College's policy to give test results to parents on request.

The college is fortunate in having the *'Touch-Type, Read and Spell'* multi-sensory computerised literacy programme. We also use ARROW, a self voice computer programme which aids memory, literacy and language skills. 'Soundwrite' is another intervention scheme we have which helps with reading, writing and spelling. Selected students participate in this scheme from all year groups.

Further details, including the full Learning Support Policy is available from the main office. The Special Educational Needs Coordinator (SENCO) is Mr John Confrey. The link governor for Learning Support is Mrs Carol Simpson.

Sport

There are regular opportunities for students to become involved in a variety of team sports and individual activities. There is an annual Sports Day during the Summer term and also regular inter-house group sporting competitions. Competitive sport is a year round feature through fixtures with other local schools/colleges and through regional, district and county events. The Flamingo Pool is a 25 metre in-door heated swimming pool located in the heart of our college campus. The pool operates on a shared college and local community basis. Our Year 7 and 8 students swim free of charge as part of their PE curriculum. We also have use of the fitness studio attached to the sports hall which we use in Years 10 and 11.

The aims of the PE department include the following:

- Developing physical competence, body management and enabling students to take part in physical activity
- Promoting physical development and encouraging students to recognise the value of participation while at college and throughout their lives
- Establishing and promoting self esteem through physical competence
- Developing artistic and aesthetic appreciation through movement
- Helping students to experience and cope with success and failure through competition and co-operation
- Developing problem-solving skills and social and inter-personal skills
- Recognising and accepting the need for rules and regulations

The aims and objectives of the Physical Education department are achieved through the following KS3/4 activities: Football, Netball, Athletics, Trampolining, Hockey, Gymnastics, Rugby, Dance, Badminton, Rounders, Basketball, Swimming, Cricket, Fitness.

Students are able to gain awards in Sports Leadership, KS4 Junior Sports Leadership Award, KS5 Community Sports Leadership and KS5 Community Sports Leadership.

Gum shields and shin pads are compulsory for rugby and hockey lessons as a precautionary safety measure. Shin pads are also compulsory for football.

If a student is unable to fully participate in PE lessons they will still be expected to bring their full PE kit to every lesson, as they usually are able to partially participate or assist in the lesson.

Extra Curricular Sports Activities

A timetable is published termly. Here is an example from Summer 2010.

	LUNCH TIME		AFTER SCHOOL	
	Indoors	Outdoors	COLLEGE	SPORTS CENTRE
Mon	Yr 7/8 CRICKET (IH/DM) DANCE MATS	ROUNDERS – TEAM PRACTISES (JS / JSC)	Primary cricket league	Primary Activities Half Hall

	(Yrs 7-9) (GF)	TENNIS (HM)	<i>Starts 10/05/10</i>	
TUES	INDOOR ATHLETICS (if wet weather) HIGH JUMP (PE dept) DANCE MATS (Yrs 10-13) (TM)	ATHLETICS (PE dept) STREET SURFING (HM)	Fixtures Yr5/6/7 OAA (AM) <i>Starts 18/05/10</i> Primary Rounders (TM) <i>Starts 08/06/10</i>	
WED	FITNESS in AXES (CC) Yr 9/10 CRICKET (JSC/DO) RBA Fitness Group (sports centre staff)		Fixtures	
THURS	BADMINTON (HM) TABLE TENNIS	GIRLS FOOTBALL (AL) Crazy Catch / Volleyball (DO)- <i>After half Term</i>	Fixtures	Primary Activities Whole Hall
FRI	Caroline Wilkie Yr 9-11 Fitness SOCIAL SPORTS (TM/AM)	FUN FRIDAY Social rounders and Social Volleyball EVERYONE WELCOME STUDENTS AND STAFF	Girls Cricket (DM)	

Transport

Buses: Devon County Council has a policy on the provision of college transport. It provides, for example, free college transport where a student of compulsory age lives beyond the agreed statutory distance from the college serving the home address. Parents do not need to apply for transport at the point of transfer from primary school.

It is a parental responsibility to arrange for children to travel in safety between the home and picking-up and setting-down points. Students should carry their passes at all times as they will be required to show them when they board the vehicle. Students are required to wear seatbelts. The behaviour of students on college buses is the responsibility of the parent. However, the college will always do what it can to respond to concerns about student conduct should the matter arise.

If a student misses their bus at the end of the day, he/she should report to reception so that alternative arrangements may be made. Students arriving late at college because of bus delays should sign in at the Student Office on arrival.

Bicycles: Bicycles must be roadworthy and we recommend cycle helmets and safety/fluorescent clothing. Bicycles must not be ridden within the college grounds and must be secured in the bicycle

shed during the school day.

Cars: Our college grounds are extremely busy and we request that parents observe road markings and only park in designated areas, especially at the beginning and end of the college day to ensure that the college buses have room to manoeuvre.

Uniform

The college works hard to raise standards of uniform. Where a student falls short of the high standard we expect they are issued with a yellow card. A student receiving two yellow cards in the same day will receive a lunchtime detention the following day. Our uniform is as follows:

- Blazer:* Black, with The Axe Valley Community College badge in gold embroidery. All students are required to wear the college blazer. They may be removed in lessons with permission from the teacher. During periods of hot weather students will not be required to wear blazers.
- Shirt/blouse:* Boys: plain white shirt with formal collar which is long enough to tuck in. top button must be fastened.
Girls: plain white shirt that is long enough to tuck in with formal collar OR plain white fitted blouse with formal collar. With both options top button must be fastened. White polo shirts with the new college shield can be worn during the second half of the Summer term. This period of time may be extended during hot periods of weather. Students will be required to wear their college blazer if they want an additional layer of clothing.
- Ties:* Ties are compulsory for all students and are to be worn up to the top button. The knot should be firmly tied and not loose. The length should be roughly ten stripes.
- Skirt/trousers:* Boys: plain black trousers
Girls: plain black trousers (flares and tight fitting/straight leg trousers are not permitted) OR plain black skirts (girls' skirts should be no more than 10cm – roughly the width of a hand – from the top of the knee).
- T-shirts:* Plain white t-shirts/vests can be worn under shirts
- Coats/Jackets:* Coats and jackets are permitted to be worn over blazers before and after school and during break and lunch. These must not be worn instead of blazers. Hooded jumpers are not permitted.
- Scarves and* Scarves and hats can be worn before and after school and during break and lunch.
- Hats:*
- Belts:* Plain, black belts can be worn; these must not be more than 3 cm wide
- Shoes:* Sensible, plain, flat back footwear is essential. Trainers and boots are not permitted.
- Hairstyles:* For safety purposes, long hair must be tied back in practical sessions.
- Make-up:* Make up should be discreet
- Jewellery:* One pair of small stud earrings/sleepers. Students are allowed to wear one ring. No other jewellery is acceptable e.g. bracelets and necklaces.
- Facial Piercing:* Facial Piercing is not permitted. Students are advised that all types of bars/studs, including clear ones, are strictly not permitted. Neither do we permit students to be in classes with piercings covered by plasters.

Mobile Phones and Other Devices: We are currently reviewing our policy on mobile phones and other devices and will notify parents of the rules around their use in college early in September.

PE Kit

Plain white t-shirt

Black shorts/skirts (skirts should not be worn for gymnastics)

Black sweatshirt, with college badge printed in gold (optional)

Gold and black reversible rugby shirt

Long black socks (outdoor activities)

Short white socks (indoor activities)

Football/Hockey boots (with aluminium studs, check for the BSS kitemark and no sharp edges)

Shin pads for rugby, football and hockey

Indoor plimsolls/trainers (these should be clean and non-marking, with grip soles)

Black tracksuit (optional in cold weather)

Cricket whites (optional)

Jewellery must be removed before lessons. Gum shields are a valuable means of protection but they must be correctly fitted. The college must be informed of any medical condition that may affect performance.

Swimming Kit

Girls Black, swimming costume (no bikinis)

Boys Black swimming trunks (no beach shorts)

Swimming hats, goggles (no masks), nose clips, ear plugs may be worn if desired.

Website

The college website (www.axevalley.devon.sch.uk) is one of the principle tools that we use to communicate with students, parents and the community. It has been designed to allow us to update the information quickly and respond to the needs of the college and the community.

The college website provides students with access to their college email and the files on the college network so that they can continue to work from home. They can also access the college learning platform.

The development of the website is an ongoing process; currently we post the daily student bulletin, newsletter, sixth form news on a regular basis. We intend to develop this further with all letters for parents being posted to the website and information about specific aspects of the college being updated more frequently. For example, to coincide with the launch of the Aspire academy programme, there will be a section of the website dedicated to this.

COLLEGE PERSONNEL 2011-2012

Senior Leadership Team

Mr K Cumming, B.A.	Assistant Headteacher
Mr D Holland, B.A.	Assistant Headteacher
Miss J Lomax	Business Manager
Mr J J Mythen, B.A.	Deputy Head
Mr D Perks, B.Sc	Assistant Headteacher
Mr M Smith, B.A.	Headteacher
Ms P Tollett	Student Support Manager

Teaching Staff

Ms D Adam, B.Ed.	Science
Mrs C Baker, B.Ed.	PE
Mrs S Baker, B.A.	History - Joint Subject Leader
Mrs V Bayliss, B.Sc.	Mathematics – Joint Assistant Subject Leader
Mr M Beacham, B.Ed.	ICT – Assistant Subject Leader
Miss R Bennett, B.A.	Geography – Subject Leader
Mrs E Bishop, B.Sc.	Science
Mr R Carr, B.Eng., M.Sc.	Maths/Year 7 Leader
Mrs E Carroll, B.A.	English – Literacy Co-ordinator
Miss N Carroll, B.A.	Health and Social Care/Vocational Education Co-ordinator
Miss R Chainey, B.Ed	Hospitality
Mr J Confrey, M.A.	Learning Support – SENCO
Mr T Davies, B.Ed.	Physical Education – Subject Leader
Ms S Del'Nero, B.Ed.	Mathematics
Mrs K Fanzo, B.Ed.	Technology – Food/Textiles
Mrs G Fletcher, B.A.	Art – Joint Subject Leader
Mrs M Gregson, B.A.	Textiles
Miss N Gribler, B.A.	English – Joint Assistant Subject Leader
Mr P Hansford, B.Sc.	Science – Subject Leader
Mrs C Henkus, B.A.	Modern Foreign Languages – Subject Leader
Mr G Horn, B.Sc.	Geography/ Head of Sixth Form
Mr I Hunt, B.A.	Geography/Year 9 Leader
Mr J Jevons, GLCM	Music – Subject Leader
Miss E King, B.Sc.	Social Sciences – Subject Leader/Assistant Head of Sixth Form
Mr I Leach, B.Sc.	Mathematics – Subject Leader
Mr P Ludbrook, B.A.	Drama – I/C Drama
Mr D Owen, B.Ed.	PE
Miss L Martin, B.A.	English – Joint Assistant Subject Leader
Miss S McCarthy, B.Sc.	Science – Assistant Subject Leader
Miss N Mitchard, B.Ed.	Religious Education – Subject Leader
Mrs T Moran, B.A.	PE – Joint Assistant Subject Leader
Mrs G Morrison, B.A.	History – Joint Subject Leader
Miss R Nevins, B.Sc.	Science (maternity)
Mrs J Osborne, B.A.	Modern Foreign Languages/Year 10 Leader
Dr V Parkes, B.Sc., M.Sc.PhD	Science – Data and Assessment Co-ordinator
Mr S Petty, B.A.	Art
Mr S Perez, B.A.	English – Subject Leader
Mr B Pugsley, B.A.	Business – Subject Leader/Extended Schools Manager
Mr S Purvis, B.Sc	Science

Mr J Scott, B.A.	PE – Joint Assistant Subject Leader
Mr R Selby, B.A.	Drama – Year 11 Leader
Mr C Sinclair, B.A.	Art – Joint Subject Leader
Mr A Shivas, B.A.	Modern Foreign Languages/PSHE Co-ordinator
Miss J Stockton, B.Sc.	PE
Mrs S Stone, BSc. M.Ed	Technology – Subject Leader
Mr M Wallace, B.Sc.	Mathematics/Lead Teacher
Mrs G Watson, B.Ed.	Mathematics – Joint Assistant Subject Leader
Miss L White, B.A..	English/Year 8 Leader (maternity)

Support Staff

Mrs J Williams	Headteacher's PA
Mrs B White	SIMS Officer
Mrs A Trout	Receptionist
Mrs M Lowe	Finance Assistant
Mrs S Steggall	Attendance Coordinator/Work Experience
Mrs S Feldman	Student Office – Secretary
Mrs S Higgs	Assessment Co-ordinator/Exams
Mrs H Hughes	Librarian
Mrs A Godwin	Lunchtime Library Assistant
Mrs L Kryulko	Senior Science Technician
Mr S Cox	Assistant Science Technician
Mrs J Holley	Senior Technology Technician
Mr G Mckeown	Art Technician
Ms J Parker	IT Technician
Mr M Butler	Senior IT Technician
Mrs R Brake	Student Office Technician
Mrs R Levi	Sixth Form Student Support Co-ordinator/Aspire Co-ordinator
Mrs J Neesam	Senior Learning Support Co-ordinator
Mrs A Whipp	Cover Co-ordinator/Study Supervisor
Mrs C Clark	Study Supervisor
Mrs K Sully	Senior Behaviour Support Co-ordinator
Ms Y Ashby	Behaviour Support Co-ordinator
Mrs S Tregale	Behaviour Support Co-ordinator
Miss A Letheren	Behaviour Support Co-ordinator
Mrs T Tresserras	Assistant SENCO
Mrs E Collins	Learning Intervention Co-ordinator (English)
Mrs P Trueman	Learning Intervention Co-ordinator (Maths)
Mrs J Layzell	Teaching Assistant (Eng/AR)
Mrs J Latcham	Learning Support Co-ordinator
Mrs N Rutherford	Learning Support Co-ordinator
Mrs L Cox	Learning Support Secretary
Mrs M Steven	Teaching Assistant (English)
Ms I Forrest	Teaching Assistant (Arts)
Mrs D Loader	Teaching Assistant (Technology/Humanities)
Mrs C Berry	Teaching Assistant (Languages/PE)
Mrs S Thresher	Teaching Assistant (Maths)
Mrs D Roberts	Teaching Assistant (EAL, ICT, Business)
Mrs F Hutton	Learning Support Co-ordinator

Mr R Cross
Mr S Medhurst
Mr A Franklin
Mr T Mogford
Mrs L Richards
Ms L Palmer
Mrs C Morgan
Mrs J Rowland
Ms C De Wolf

Site Manager
General Handyperson
Groundsman and Handyperson
Site Operative
Canteen Manager
College Nurse
Education Welfare Officer
Connexions
College Counsellor