

# Colyton Grammar School



## Handbook for Parents

**2017-2018**

### Contacting the school

Colyton Grammar School, Colyford, Devon. EX24 6HN

Tel: 01297 552327

Email: [admin@colytongrammar.devon.sch.uk](mailto:admin@colytongrammar.devon.sch.uk)

Colyton Grammar School Academy Trust

Registered in England and Wales – Number 7445493

An Exempt Charity and Company by Limited Guarantee

You may wish to print this sheet and ask your child to complete it for your use:

**Student:** \_\_\_\_\_

**Tutor Group:** \_\_\_\_\_

When phoning or visiting, the first contact will be with the school Reception and the secretaries will help. Teaching staff working with your child this year are as follows:

**Form Tutor:**  
\_\_\_\_\_

**Head of Sector:** Year 7 & 8: Mr Robinson  
Year 9, 10 & 11: Mrs Fitzhenry

Individual appointments can be made through **Mr Smith, Head of Sixth Form** on matters relating to subject choice, careers and higher education applications.

	Subject staff
Art	_____
Biology	_____
Business Studies	_____
Chemistry	_____
CIT	_____
Design and Technology	_____
Drama	_____
English	_____
French	_____
Geography	_____
German	_____
History	_____
Mathematics	_____
Music	_____
Physical Education	_____
Physics	_____
Psychology	_____
Religious Education	_____
Science	_____

# Board of Trustees

## **Headteacher**

Mr T Harris

## **Trustees**

### **Mr B Sindall (Chairman)**

Rev H Dawson

Mr A Gould

Mr I Griffin

Mrs L Linnell

Miss M Nickells

Mr R Scott

## **Staff Trustees**

Mr G Davis

Mrs S Burns-Price

## **Parent Trustees**

Lt Col T J Dyer

Mr A Eaton-Hart

Mr B Merrett

Mrs V Wells

## **Secretary**

Mrs S Smith

## Staff Contacts

### Headteacher

Deputy Head

Assistant Head

Assistant Head

Assistant Head

Head of Sixth Form

Head of Sector KS4 & SENCO

Head of Sector KS3

Director of Finance and Resources

Leaders of Teaching and Learning

### Heads of Departments

Head of Art

Head of Biology

Head of Economics & Business

Head of Chemistry

Head of Computing and IT

Head of Design and Technology

Head of Drama and Theatre Studies

Head of English

Head of Geography

Head of History and Politics

Head of Maths

Head of Modern Foreign Languages

Director of Music

Director of PE

Head of Boys' PE

Head of Physics

I/C of Psychology

Head of Religion, Philosophy and Ethics

### Mr T Harris

Mr A Gregson

Mrs F Harvey

Mr S Smith

Mr R Stidwell

Mr S Smith

Mrs L Fitzhenry

Mr J Robinson

Mr R Lewis

Mr G Davis

Mrs F Harvey

Mr M Smith

Miss Z North

Mr M Smith

Mr J Shields

Dr M Davies

Mr M Cronk

Mr J Froud

Mrs S Brownley

Mrs F Harvey

Miss P Hickey

Mr C Harris

Mr G Davis

Mr S Banks

Mr D House

Miss J Shute

Mr J Robinson

Dr S Usher

Miss H Washbrook

Mrs L Swait

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## **Alumni and Friends of Colyton Grammar School Fund**

This provides funds to the school to support:

- Major fundraising for capital projects – currently we need to build an extra Science lab
- The cost of major items of CIT equipment
- Running cost of clubs and societies
- Entry fees and other costs for a wide range of competitions and tournaments
- School sports fixtures
- A wide range of other activities which enrich the quality of provision available to Colyton students

Colyton Grammar School is one of the lowest funded schools in the country and the support of parents is a vital element in the success of the school and in securing the quality of experience enjoyed by students.

Parents are requested to complete and return a Standing Order Mandate – a copy is included in the back of this handbook and also in the Giving section of the Alumni and Friends website – [www.colytongrammar.devon.sch.uk](http://www.colytongrammar.devon.sch.uk) - where you can also sign up for a free, lifetime membership of Colyton Grammar School Alumni and Friends. By gift aiding your donation, the school is able to reclaim 25p tax for every £1 that you give.

## **Attendance (Student)**

### **REGISTRATION**

Students should be in their tutor rooms by the 8.50 registration bell. Registration and assembly are key parts of the school day.

Students arriving at or after 8.55am must legibly sign the signing-in folder in reception, including a valid reason, then proceed to registration or assembly. The register will be marked with “L” which will allow staff to recognise those students who have missed important information, or have issues with punctuality. Students arriving after 8.55 due to a late bus will be given the code “Q”. This will allow us to monitor any aspect of tutor time or assemblies the student has missed and also to monitor buses’ punctuality. “Q” will not count as a ‘late’ on student’s records. Students arriving after the close of registration and after the start of period 1, without an acceptable reason, will be coded as “U” indicating an unauthorised absence.

### **LEAVING SCHOOL BEFORE THE END OF THE SCHOOL DAY**

If leaving school premises before the end of the school day students must always sign the signing-out file in reception and include a valid reason, even if permission has already been granted.

### **ILLNESS IN SCHOOL**

In the event of illness in school no student is permitted to sign out without first seeking permission from the relevant member of staff, usually Mrs MacLean in Resources.

## **UNEXPECTED ABSENCE - FIRST DAY OF ABSENCE**

In the event of an absence, parents/guardians are asked to notify school of the reason for the absence before 9.30 am. We will contact parents/guardians on the first day of an unexplained absence.

Contact should be made in one of two ways:-

- a) The most efficient way: by email to [attendance@colytongrammar.devon.sch.uk](mailto:attendance@colytongrammar.devon.sch.uk)
- b) Or telephone the school's reception desk: 01297 552327

## **OTHER ABSENCES**

Please note: absence for the following reasons is always authorised

- Illness.
- Medical appointments:- information should be provided in advance of the appointment whenever possible. Year 12 and 13 students who do not wish parents to know about an appointment must provide advance notification. If no notification is received, parents will be asked to confirm the appointment and 6<sup>th</sup> form students will need to bring proof (e.g. an appointment card).
- Funerals: advance notice required.
- External examinations (e.g. dance, music, drama etc.): advance notice required
- University visits (subject to VI form guidelines being followed): authorisation granted on receipt of completed forms.

Please note:- Department for Education regulations state that authorisation for ALL OTHER ABSENCES is at the Headteacher's discretion and must be sought in advance of the proposed absence, using the S2 form. This absence request form is on the web site:

<https://www.colytongrammar.devon.sch.uk/handbook/documents/absencerequest-2013.pdf>

Copies are also available in the Admin centre.

## **RETURN TO SCHOOL**

Parents/Guardians are asked to notify us on the day of return to school after an absence lasting two or more days, by phone or email.

## **ATTENDANCE RECORDS**

The school has a number of internal systems in place to help keep our attendance records up-to-date. Information can take time to appear on the system, so please allow 10 days before querying a code on SIMS. After this time, if an absence is still unresolved, an email will be sent home, or a letter if there is no internet access, requesting a reason for the absence. This can either be completed and returned electronically, or printed off and returned to the box in the Admin Centre (see below). If an acceptable reason has not been received five working days after the emails have been issued, the "N" code (unexplained absence) will be changed to "O" (unauthorised absence).

Attendance percentages are monitored closely over the academic year and the expectation is that students will achieve a percentage level of 97% equating to about six

days absence a year. We recognise that some students for legitimate reasons will not achieve this figure.

Study Leave, set by the school, is “authorised”, however it does affect attendance levels. We expect students to attend school unless they have been specifically granted Study Leave.

## **FORWARD NOTICE/ABSENCE NOTES**

Notes regarding absence should be placed in the designated box in the Admin Centre.

## **SIXTH FORM ABSENCE**

Year 12 and Year 13 students are considered to be role models for the rest of the school. As such, they are expected to play a full and integral part in school life, including following the same rules of punctuality and attendance as the rest of the school. Students must remain in school at all times and not leave early or arrive late.

Thank you for helping us to keep clear and accurate, up-to-date records.

## **Bursaries & Grants**

### **Free School Meals**

Eligibility for free school meals is based on receipt of means-tested benefits. To check your eligibility and make an online application see the [MyFreeSchoolMeals.com](http://MyFreeSchoolMeals.com) website.

Take Five operates a cashless catering system, which means that students on free school meals have their account topped up on a daily basis behind the scenes, and pass through the tills in exactly the same way as students who pay for their meals. There is no reason why anyone else should know.

Any student on free school meals during the current academic year will have access to a Pupil Premium Fund account which can be used to cover purchases, contributions to educational visits, lunchtime or after-school clubs, and materials for classroom use and revision guides. See [here](#) for full details of the Pupil Premium Fund.

### **16-19 Bursary Fund**

The school has allocated funds which may be used for making bursary payments to students in Y12 and Y13 who may be in financial hardship. Full details and an application form is available on our website.

### **Bradbeer Bursary Fund**

In 2008 the school received a substantial legacy from Sid Bradbeer, a former member of staff who taught at the school from 1948 to 1981. The income from this bequest is used for the following purposes:

- To cover up to 50% of the residential and transport costs where students represent the school in regional or national finals of competitions.
- To cover up to 15% of the residential and transport costs of a curriculum-focused residential visit.
- Grants to individual students whose family have particular hardship, to cover up to 50% of the costs of visits and activities.



An application form is available on our website.

### **Learner Support Funds**

Students studying for a full-time course in a sixth form who normally travel to school on a daily basis from the home, may be eligible to apply for a means tested Learner Support Bursary to help with costs. For more information go to the Devon Local Authority website: [www.devon.gov.uk](http://www.devon.gov.uk) or contact the Learner Support Bursary Officer on Exeter (01392) 381939.

## **Calendar 2017-2018 (Term Dates)**

<b><i>Autumn Term</i></b>	<b>Tues 5 September - Fri 15 December 2017</b>
Half-term break	Mon 23 - Fri 27 October 2017
<i>Staff Development day</i>	<i>Mon 4 September 2017</i>
<b><i>Spring Term</i></b>	<b>Wed 3 January – Thu 29 March 2018</b>
Half-term break	Mon 12 - Fri 16 February 2018
<i>Staff Development day</i>	<i>Tue 2 January 2018</i>
<b><i>Summer Term</i></b>	<b>Mon 16 April – Tue 24 July 2018</b>
Bank holiday	Mon 7 May 2018
Half-term break	Mon 28 May - Fri 1 June 2018
<i>Staff Development day</i>	<i>Wed 4 July 2018</i>

<http://www.colytongrammar.devon.sch.uk/diary/termdates.htm>

## Cashless Catering

The school restaurant, *Take Five* operates on a cashless basis. Some of the advantages of this system are:

- Significantly reduced queuing times
- Students do not have to bring cash into school
- Parents can be confident that money for school meals is being spent for the purpose it was intended
- School staff are freed from time-consuming banking of large amounts of cash

Students are identified by either a biometric fingerprint **or** a PIN number. The biometric system works by taking measurements of the fingerprint and storing these as a unique number. The complete fingerprint image is not stored and cannot be re-constructed from the unique numbers.

New Year 7 students will be registered for the system on the first morning of term – if you require a PIN number (rather than using the biometric system), please contact the Business Manager in writing, or by email to [finance@colytongrammar.devon.sch.uk](mailto:finance@colytongrammar.devon.sch.uk).

The preferred method for paying for school meals will be online via ParentPay. Alternatively payments can be made by cheque made payable to Colyton Grammar School at the Admin Centre. You can make payments daily, weekly or monthly, as you prefer. There are daily spend limits for breakfast, break and lunch.

See the FAQ sheet at the following address for further information:

<http://www.colytongrammar.devon.sch.uk/handbook/documents/index.htm>

## ParentPay

The school provides access for parents to make secure online payments for school meals, trips, after-school clubs etc through the ParentPay website.

This well-proven technology brings the opportunity to offer a significantly improved service for receiving the large number of payments made to school, with the following benefits:

- Secure, single online payment for multiple activities and students
- Linked with cashless catering in the school restaurant
- No more need for students to bring large amounts of cash or cheques into school, with the risk of losing them
- No more queuing for students to pay in cash at the Admin Centre
- 24 hours a day, 7 days a week online access to your complete payment record
- More efficient, cost-effective cash-handling at school

Parents of new Year 7 students received their account activation letters at the parents' induction event in June or through the post. Please contact [finance@colytongrammar.devon.sch.uk](mailto:finance@colytongrammar.devon.sch.uk) if you require any assistance.

More information is available at

<http://www.colytongrammar.devon.sch.uk/parentpay/index.htm>

## **Emergency / Severe Weather Arrangements**

During severe weather, it is essential to have a clearly defined procedure regarding possible school closure.

If there is a serious deterioration in the weather during a school day (i.e. when the students are already in school), after consultation with Axe Valley Community College and the transport contractors, it might be necessary to send some, or even all, students home early.

Parents must ensure that their children know what to do if the school is closed early. We should be grateful if parents could ensure that their children are quite clear about such emergency arrangements.

If severe weather occurs overnight, we will make a decision by 7.15am about whether or not the school will open.

In the event of a closure we will:

- Inform to Heart FM (FM 97.0 KHz/103.0 KHz - they will also post it on their website) and BBC Radio Devon (MW 990 KHz or FM 95.8 MHz/103.4MHz)
- Send an email to all registered parents via e-comms
- Post a message on our website (this depends upon a member of the ICT team being able to get into school safely and cannot be guaranteed)

## School Ethos

The school ethos (ethos means '*nature or character of*') has been produced in consultation with representatives from governors, students, support staff and teachers.

As a school community we have spent a great deal of time considering what the most valuable aspects of our Ethos are. Lots of people have had their say and we think these following statements sum up what is good about our school. We think these statements are something we should all be aiming for all the time.

Our school is a community but it is linked to other communities locally, nationally and globally. We would like to promote these values which are part of our school community's character.

We recognise and praise each other's achievements when things go well.

We offer support and advice when things get challenging or difficult.

We are determined to persevere, to do our best, to try hard and to contribute.

We trust each other.

We value and respect each other's differences of culture or background and want to learn from them.

We like the freedom to think independently, share opinions and be individuals.

We are happy to follow conventions of politeness and punctuality out of respect for others.

We value wisdom and intellect.

We like to be physically fit and healthy, we respect our bodies and we care about what we eat and drink.

We have high expectations of ourselves and others.

We appreciate and care for the pleasant surroundings of the school.

We like people to have self-respect, but we are not keen on arrogance.

We dress smartly and appropriately.

We work to make everyone feel happy and welcome in a safe and friendly community.

## Extracurricular Activities

There is a wide range of extracurricular activities during lunchtime or after school. These include:

Full Sports Programme  
Carnegie Book Club  
Mock Trial  
Choir  
Wind Band  
Jazz Band  
Orchestra  
Duke of Edinburgh's Award  
Maths Club

Drama  
Computer Club  
Science Club  
Young Enterprise  
Christian Union  
Dance Club  
Ten Tors  
Green Society  
Creative Writing

## Homework

It is school policy that regular homework is done by all students. Homework is an integral part of the curriculum and has very positive outcomes.

### The Nature of Homework

. Homework provides the opportunity to:

- research a new idea
- follow up work begun in class
- practise and reinforce skills
- prepare work for the next lesson
- think through an idea or solving a problem
- exploit materials and resources in the environment outside school
- produce an extended piece of work set over a longer period of time
- learn for example facts, vocabulary or poetry
- do some quiet reading about a topic or theme
- prepare for examinations

### Time Allocation

Year 7	1 hour per evening, usually in 2 subjects
Year 8	1 – 1½ hours per evening, usually in 2/3 subjects
Year 9	2 hours per evening, usually in 3 subjects
Year 10	2 hours per evening, usually in 3 subjects
Year 11	2 hours per evening, usually in 3 subjects
Year 12	All sixth formers are expected to do 3 hours
Year 13	<b>per subject</b> per week of independent study

### Communications

Students in Years 7-11 are issued with a personal organiser. Parents of students in Years 7 and 8 are asked to sign this weekly. Parents' comments can be made in the Personal Organiser. Homework is also recorded in SIMS and is available for students and parents to view via SIMS Learning Gateway.

### Concern about Homework

Concern about homework in a specific subject should be communicated to the Head of Department. General concerns should be communicated to the appropriate Head of Sector.

## The House System

The school is organised into five houses - **Ash, Beech, Cedar, Elm and Oak**. Each house has a member of staff as Head of House. Each house adopts an individual charity in order to give a focus to the students' fundraising.

# Medical Arrangements

## Illness/Accidents at School

When a student is unwell, they should report to the Resources Centre where s/he is assessed by staff, who hold current first aid certificates. If necessary, parents are contacted and asked to collect their child. No child should make their own arrangements to leave school. No child will be allowed to go home to an empty house, unless parental permission given.

An annual list of individual students' relevant medical details is produced and updated during the year as necessary. Copies are kept in the Staff House and Resources Centre.

## Parents' Meetings

Students are expected to attend the meetings with their parents.

Parents' Meetings are arranged on a regular basis. The current timetable for such meetings is as follows:

Date	Year	Event	Time	Date available to book online
5 <sup>th</sup> October 2017	11	Parents' Meeting A & C	4.00 – 6.30pm	
12 <sup>th</sup> October 2017	11	Parents' Meeting B & O	4.00 – 6.30pm	
9 November 2017	12	Parents' Evening	4.00 - 6.30pm	n/a
30 November 2017	8	Parents' Meeting A & B	4.00 – 6.30pm	8/11/16
7 December 2017	8	Parents' Meeting C & O	4.00 – 6.30pm	8/11/16
25 January 2018	8	GCSE Information meeting	7.00 – 8.30pm	n/a
1 February 2018	7	Parents' Meeting A & B	4.00 - 6.30pm	10/1/16
8 February 2018	7	Parents' Meeting C, E & O	4.00 - 7.30pm	10/1/16
22 February 2018	13	Parents' Meeting	4.00 – 6.30pm	n/a
22 March 2018	12	HE Education Evening	7.00 – 9.00pm	n/a
17 May 2018	10	Parents' Meeting A & C	4.00 - 6.30pm	20/4/16
24 May 2018	10	Parents' Meeting B & O	4.00 - 6.30pm	20/4/16
14 June 2018	9	Parents' Meeting A & C	4.00 – 6.30pm	16/5/16
21 June 2018	9	Parents' Meeting B & O	4.00 – 6.30pm	16/5/16

The school uses an online booking system for Y7 - 11 parents' meetings and parents/guardians will be notified, via E-comm , approximately two or three weeks prior to the parents' meeting when the system is open for bookings (please see table above for dates).

To access the booking system, click on the following link [Parents' Evening Booking System](#) and enter the details as requested; make sure that you enter the tutor group correctly. For example 9A or 9B **NOT 9 A or 9 Ash**. Please see the school website for full instructions or look at the help guide and video tutorials on our webpage: [Parents' Evening Bookings Guide](#)

Anyone without access to the internet can send a list of the teachers they wish to see to Mrs Nelhams, in Reception, who will book the appointments on their behalf.

## **Parents' Participation in School**

### **Participation in the Parents' Association**

The Parents' Association makes a major contribution to educational provision. As well as providing funds for the minibus, the Parents' Association is presently raising funds for additional science accommodation.

The future of Colyton Grammar School will increasingly depend on the goodwill and co-operation of our parents.

**Voluntary help in the School** The school welcomes help from parents. Anyone interested in helping in the library should contact Mrs Burns-Price. .

Help is also welcome from any parents able to assist with clubs or sports programmes, school trips,

Many parents' offer work experience placements– please contact Mrs Nelhams if you if you are able to do this.

## **Pastoral Support**

### **Support from Tutor**

Day-to-day support and guidance is available from tutors. The relevant Head of Sector will oversee progress and intervene with advice and support where necessary.

### **School Nurse Drop-in**

The school nurse is available on Tuesday lunchtime for informal drop-in sessions.

### **Counselling**

The qualified school counsellor is Jackie Rees. She is in school every Thursday. You can contact her directly by e-mail ([jrees@colytongrammar.devon.sch.uk](mailto:jrees@colytongrammar.devon.sch.uk)) or your child can drop in without an appointment during first break or the beginning of lunchtime. Students may refer themselves or make arrangements through tutors and heads of sector.

# Reporting to Parents

## Years 7 - 11 Reports

### 1. *How does the system work?*

During each year you will receive one full report for each subject studied by your child. The report reviews work covered during the year. It will also include a brief summary of progress and a comment from your child's form tutor.

Please keep your copy of the report at home and bring it with you to the parents' meeting.

### 2. *What does a Full Report contain?*

Each subject will include:

- a brief outline of the work covered during the year;
- comments on strengths and weaknesses;
- suggestions for improvement;
- an assessment of commitment and attainment.

## Definitions of Grades

### Attainment Grade (KS3)

These grades express a student's attainment as measured against the standards expected of the year group as a whole.

Grades A - D indicate attainment against the target for the year group.

They are defined:

- A** - Attainment above the target for the year group
- B** - Attainment at the target for the year group
- C** - Attainment below the target for the year group
- D** - Attainment significantly below the target for the year group

### Attainment Grade (KS4 and KS5)

In the examination years the grades refer to current attainment expressed as GCSE and A level grades.

## Commitment Grades

- A** - Outstanding commitment to learning
- B** - Good commitment to learning
- C** - Greater commitment to learning required (one or two targets)
- D** - Little evidence of commitment to learning (three or more targets)



## **Criteria for Commitment Grades:**

### **B**

- Good behaviour at all times
- Good concentration in class
- Good presentation
- Homework consistently completed to a good standard
- Approaches tasks with enthusiasm
- Able to work independently
- Commitment consistent with meeting target

### **A All of B, and some of the following:**

- Outstanding quality of work.
- Demonstrates a thoughtful engagement in the subject
- Takes a full and active part in lessons
- Works independently to enhance their learning

### **C/D Student needs to:**

- Improve behaviour (1)
- Concentrate better (2)
- Engage more positively in lessons (3)
- Complete homework to an acceptable standard (4)
- Improve presentation (5)
- Become a more independent learner (6)
- Persevere with difficult tasks (7)
- Revise and prepare properly for assessments (8)
- Meet deadlines (9)

## **Oral Grades and Practical Work**

Grades under these headings are optional.

## **Rewards**

To encourage sustained effort, high achievement and excellent standards of service and behaviour, students are encouraged to work to achieve the following awards:

### ***Subject Achievement Certificates:***

*Awarded termly for:*

- Consistent sustained application Engagement in lessons and making a positive contribution
- Evidence of very good progress

### ***Achievement Awards:***

The Subject Achievement Certificate will contribute to the School Achievement Award.

**Key Stage 3 – Bronze Award**  
**Key Stage 4 – Silver Award**  
**Key Stage 5 – Gold Award**

# School Day

## The daily schedule is:

08.45	Warning Bell
08.50	Registration
08.55	Assembly
09.10	Period 1
10.25	Break
10.40	Period 2
11.50	Break
12.05	Period 3
13.15	Lunch
14.15	Warning Bell
14.20	Period 4 - with Registration
15.35	End of School

## Security in School

### **Lockers:**

Lockers are available for students to store their belongings. No items should be left in school overnight.

### **Cycling:**

Bicycles must be stored in the bicycle shed at the rear of Staff House.

### **Mobile Phones:**

For students travelling to and from school, the security and reassurance provided by mobile phones is obvious. Using a device to and from school on long bus journeys is not unreasonable. These items however are not appropriate in school during the working day.

Students may bring these devices into school on the understanding that they are **always switched off and kept out of sight whilst on the school site** between 8.50am and 3.35pm.

### **Please note:**

- Any mobile phone that is used without staff permission at any time during the school day will be confiscated until the end of the school day
- Any mobile phone displayed at any time during the school day will be confiscated until the end of the school day
- Any device confiscated a second time will only be returned to parents following a discussion and an appropriate sanction
- Any mobile phone discovered to contain inappropriate material will be confiscated and only be returned to parents following a discussion and an appropriate sanction
- Students and parents accept that bringing devices into school is entirely at their own risk and that the school will not be held responsible for damage or loss

### **Parking:**

There is no student parking at the school or in the immediate neighbourhood. Sixth formers should not drive to the school.

Parents visiting the school during normal school hours must park in the Visitor's Car Park at the front of school and report to Reception where they can sign in and be issued with a visitor's pass. Parents are not permitted access to the school site unaccompanied.

## **SIMS Learning Gateway (SLG)**

SIMS Learning Gateway is an application that will allow you to access information held at school about your child. You can view reports, monitor your child's attendance and behaviour/achievements from home via the secure online facility.

SLG is accessed from the school website or from a mobile application using a phone or a tablet.

Parents will be provided with a secure username and personal password.

Students will also have a username and password for the SLG.

### **Information includes:**

- Achievements recorded by teachers
- Assessment grades and target grades
- Behaviour incidents recorded by teachers
- Attendance record
- Homework set
- Reports
- Timetable information

## **Support and Sanctions**

### **Homework Support sessions:**

Students who are having difficulties with homework are invited to attend support sessions on Thursday lunchtimes.

### **Detentions:**

Students whose behaviour does not meet expectations, will be kept in detention on a Friday evening until 4.40pm. Although we are not obliged to, we aim to inform parents of a detention at least 48 hours in advance.

Sex & Relationships Education is provided for all pupils through Science, PSHE and Religious Education.

The aim of Sex Education is to foster pupils' understanding of their emotional and physiological development and awareness of the attitudes and values of others.

In Year 7 Science lessons pupils consider how life begins. Classes study reproduction in plants and animals, which leads on to work on human reproduction. There is a general introduction to the sex organs; fertilisation, pregnancy and birth are considered; development studied. Puberty changes are discussed and lessons stress that all variations of such changes are normal.

The work covered in science supports PSHE sessions that provide opportunity for discussion about emotional changes experienced and support that can be accessed by students. Year 7 also explore quality of behaviour in relationships as part of the PSHE programme.

In Year 8 PSHE lessons students consider the importance of communication in relationships, which links to relevant aspects of online safety. Sexual relationships, contraception and Sexually Transmitted Infections (STIs) are discussed in relation to learning about conception with a view to dispelling myths surrounding this topic.

In Year 9 students will be taught about methods of contraception and STIs during PSHE lessons. Clear definitions of sex, gender identity and sexual orientation will be discussed and appropriate behaviour within relationships will be considered.

For Key Stage 4 students aspects of the Sex and Relationships education including hormonal control of fertility and infertility treatment funding are also covered to a limited extent in GCSE courses.

In addition to content covered during science lessons year 10 students will cover body perception in the media, pornography, assertive behaviour and accessing sexual health services during PSHE lessons.

The content of Year 11 SRE lessons consolidates understanding and emphasises the importance of topics covered earlier on. Sexual consent, safe choices and decisions and parenting are considered. There is a focus on disclosing information to sexual partners and particular discussion about HIV/ AIDS and considering its effect on families and in the workplace. It is also appropriate to discuss certain forms of cancer and responsibility for health as part of this programme.

All topics and themes covered during Key Stages 3 and 4 will remain relevant and will potentially become more significant for students in year 12 and 13. The characteristics of healthy and unhealthy relationships, sexual consent, the portrayal of sex in media and pornography will be revisited with Key Stage 5 students.

Parents who wish to know more about the programme may consult the teacher concerned. It is open to parents to withdraw their children from such lessons if they so wish, by putting a request in writing to the Headteacher.

### *Equality Impact Assessment*

Students consider all types of relationship both sexual and non-sexual, as well as sexual orientation. Issues are considered sensitively and objectively with a strong emphasis on avoiding any direct or indirect discrimination. Student discussions provide the opportunity to address any discriminatory attitudes in an open and clear way.

### *Stakeholder Consultation*

Reviewed by Head of Student Personal Learning, Head of Science and Head of Sixth Form, with further input from tutors, the School Nurse

### *Policy Review*

This policy will be reviewed on an annual basis.

## **Transport**

The School does not deal with transport but is pleased to offer the following notes for guidance.

For children joining the school or moving into Year 12, free school transport and Post-16 Transport assistance will only be available to those whose nearest secondary school to the home address is Colyton Grammar School. They must also live more than three miles from the school measured by the shortest available walking route. Pupil Premium students can use up to 50% of their account towards the costs of transport.

Application forms and the full policy can be viewed [here](#).

Concessionary (paying) transport may be available on some Devon County Council routes from October each year. For further information about this or if you have any queries relating to education transport entitlement, please telephone Devon County Council on 0845 155 1019.

Transport from some areas not covered by Devon County Council school transport scheme is provided by local contractors on a paying basis and parents should contact them direct on the numbers given below.

<b>TRANSPORT CONTACT INFORMATION SEPTEMBER 2016</b>		
<b>Home address</b>	<b>Contact</b>	<b>Telephone Number</b>
Axminster, Chardstock, Dalwood, Kilmington, Membury, Smallridge, Tytherleigh	Sewards Coaches	01404 881343
Exmouth, Budleigh Salterton, East Budleigh, Bicton, Colaton Raleigh, Newton Poppleford, Sidmouth, Sidford	Axe Valley Mini Travel	01297 625959
Broadclyst, Whimble, Hand & Pen, West Hill, Ottery St Mary, Bradninch, Hele, Cullompton, Plymtree, Colliton X, Awliscombe, Honiton, Wilmington, Luppitt, Old Feniton Village, Feniton, Talaton, Fairmile, Alfington,	Stamps Coaches	01404 841657
Exeter Bus Station, Gladstone Road, Middlemoor, Clyst St Mary, Tipton Cross, West Hill, Ottery St Mary	Mid Devon Coaches	01363 82200
Exeter Bus Station, Gladstone Road, Heavitree, Rydon Lane, Clyst St Mary, Nine Oaks	Dartline	01392 872900
Bridport, Morcombelake, Chideock, Charmouth, Raymond's Hill, Uplyme, Lyme Regis, Rousdon	Axe Valley mini Transport	01297 625959
A303 Eagle Tavern, Horton Five Dials, Ilminster, Chard	Organised by parents/ operated by Hatch Green Coaches	01823 480338
Horton, Chard, Tatworth	Organised by parents/ Rooster Bus Sim Harrington	07902 945 403
Beaminster / Broadwindsor	Craig's Taxis	01308 861000

**School bus supervision:** A member of staff is on duty daily to supervise students. If a student misses a bus, he or she will be taken back to school and parents informed.

## Uniform and Dress Code

The School Uniform and Dress Code makes an important contribution to creating a positive and purposeful school ethos. We rely upon parents to uphold our tradition of smartness.

Students are expected to be neat and well groomed and in a manner consistent with a formal working environment.

Hair must be tidy, groomed and of a natural colour, consistent in style with the wearing of a formal uniform (extremes of style are not permitted). Shirts must be tucked in and ties done up to the neck.

It is important that uniform colours and styles are exact: a full range of items is stocked by Thomas Moore, Fore Street, Exeter.

**If purchasing from other sources please ensure that the items match the requirements below.**

The following details must be observed by students:

- 1. A school blazer and tie** must be worn
  - Blazers must be black for boys, navy for girls
  - Sweaters are optional and if worn must be v-necked, plain knit, and in plain navy, **with school crest**  
Girls: *Trutex CGV-NVY*. Boys: *CBV-NVY*
  - Crests and ties can be purchased from the Admin Centre
- 2. Blouses** must be plain white with a shirt collar. Fitted blouses need not be tucked in.  
**Shirts** must also be plain white, formal, and appropriate for wearing tucked in and with a tie.
- 3. Shoes (not boots)** must be leather-type, black and plain. Footwear must be appropriate for school use, and **this rules out raised heels and casual shoes.**
- 4. Trousers** must be tailored (not baggy, flared or tight). Trousers for boys must be full-length and charcoal grey. Jeans, corduroy or canvas trousers etc, may not be worn. Trousers for girls must be navy and conform with the following details:  
*Trutex style GTB-NVY Trutex GTS-NVY*
- 5. Skirts** must be worn 5cms below the knee to knee length and must be plain navy blue, in the following style:  
*Banner style SK185 (stitched down pleats).* **No other styles may be worn.**
- 6. Socks** when worn with trousers these must be either dark grey or black. When worn with a skirt, socks can be either ankle or three-quarter length, white or navy.  
Navy blue tights can be worn with skirts.
- 7. Jewellery/Make-up/Accessories**  
Jewellery is inappropriate for school and nose studs must not be worn. A pair of ear studs or sleepers may be worn (*one in each earlobe*). No make-up is permitted and hair accessories must be plain navy or black.

8. **Overcoats or jackets** must be in **plain** navy or black and free from decoration. These may be worn for travel to school. Overcoats **must not be** worn during. (A blazer, and sweater if worn, should normally be sufficient).

**Recommended for safety:** fluorescent arm-bands.

**Scarf** in **school colours** or **plain navy or black**.

**Second-hand uniform is sold via the [PA website](#) and at the School Fête held each July**

## **SIXTH FORM UNIFORM: YEARS 12 - 13**

**Sixth Form students are very much the leaders in school** - they are seen by younger students as role models and are involved in school activities and public events. We therefore ask students to **dress smartly**. Hair should be well groomed and should not be extreme in style. It is important that uniform colours and styles are **exact**. Thomas Moore, Exeter is the major stockist of Sixth Form uniform. **If purchasing from other sources please ensure the items match the requirements below.**

**Shirts and Blouses** - All shirts and blouses to be WHITE WITH A THIN NAVY BLUE STRIPE with a **shirt collar** for boys and rever collar for girls. These should be worn **tucked in** to skirt or trousers. (Unnecessary if fitted)

**Ties** - A SIXTH FORM TIE will be available from school, and should be worn correctly with shirts. Boys should always wear ties; girls may wear ties on formal occasions if they wish.

**Skirts** - **Tailored** skirts should be either pleated, A-line, or pencil in navy blue or black. **Skirt length - on the knee**. Wrap-around skirts or tight fitting skirts made of stretch fabric are **not** permitted. Click here for a [skirt guide](#)

**Sweaters/ Blazers/Jackets** - Sweaters or cardigans should be in **plain navy blue or black (free from logos)**, round or 'V' neck, **not too long or baggy**. A school blazer or **plain blue or black tailored jacket** may be worn.

**Shoes** - Shoes must be **formal** black, brown or navy blue leather type. Footwear should be appropriate for school use, and **this rules out casual shoes (e.g. flip-flops and trainers)**.

**Trousers** - Trousers should be full-length, tailored and not baggy, and should be navy blue or black (girls), or dark grey or black (boys). **Jeans-style, corduroy, denim or canvas trousers may not be worn. Skinny-fit, figure hugging elasticated trousers are also unacceptable.**

**Jewellery** - 1 plain earring in each ear-lobe; 1 plain chain or necklace

**Scarves** - A plain navy or black scarf may be worn but not in lessons.

**Overcoats** - These should be in a single plain navy or black colour and free from decoration. No denim, velvet, leather jackets or 'hoodies'. Coats should only be worn to and from school.

**Second-hand uniform is sold via the [PA website](#) and at the School Fête held each July**



## **PE KIT LIST**

### **Kit required for Girls' PE lessons. . .**

- Navy/Gold Falcon Top
- Navy/Gold Falcon Shorts
- Navy Socks
- Navy/Gold Hoodie
- Non-marking trainers (clearly named)
- White ankle socks
- Shin-pads
- Gumshield (can be fitted and purchased from school during first week)

### **Kit required for Boys' PE lessons. . .**

- Navy/Gold Falcon Top
- Navy/Gold Falcon Shorts
- Navy Socks
- Navy/Gold Hoodie
- Navy/Gold Rugby Shirt
- Non-marking trainers (clearly named)
- White ankle socks
- Shin pads
- Football boots (clearly named)
- Gumshield (can be fitted and purchased from school during first week)

### **Optional Kit . . .**

- Regatta Waterproof Jacket
- Navy Base layer
- Navy tracksuit bottoms
- Navy skort (Girls)

### **Also Optional . . .**

Students will be able to order a blue hooded sweatshirt with surname printed on the back, a navy waterproof jacket and a base layer during the Autumn Term. The girls may also order a skort. These must not be worn to and from school

**ALL PE KIT SHOULD HAVE A NAME TAPE ON THE INSIDE**

**THE NAVY/GOLD PE TOP IS THE ONLY ITEM THAT REQUIRES THE INITIALS IRONED ON IN WHITE ON THE RIGHT OUTSIDE, APPROX 5cms IN HEIGHT. NO EMBROIDERY PLEASE**

**ALL KIT SHOULD BE KEPT IN A SECURE LOCKER PROVIDED BY THE SCHOOL**

# SITE MAP



Colyton Grammar School  
Campus 2017

## STANDING ORDER AUTHORITY

PLEASE MAKE THE PAYMENTS DETAILED BELOW AND DEBIT MY/OUR BANK ACCOUNT

\_\_\_\_\_ Bank Account in Name of: \_\_\_\_\_  
\_\_\_\_\_ Bank & Branch Title: \_\_\_\_\_  
\_\_\_\_\_ Account Number: \_\_\_\_\_  
\_\_\_\_\_ Sort Code: \_\_\_\_\_  
*(Enter name and address of your Bank/Building Society)*

Organisation I wish to pay: **Colyton Grammar School Academy Trust**  
Bank and Branch Name: **Lloyds Bank, Colyton Branch**  
Account Number: **21845660** Sort Code: **30-90-37**  
**Reference (to be used by bank) \_\_\_\_\_ (to be completed by school)**  
Payment Details: (please delete as appropriate)  
Amount: **£5 / £10 / £20 / other amount £ \_\_\_\_\_**  
Amount in Words: Five Pounds / Ten Pounds / Twenty Pounds or  
other amount (in words) \_\_\_\_\_ **Pounds**  
Frequency of Payments: **Monthly / Annually / Single payment**  
Date of Commencement: \_\_\_\_\_ (enter date when payments are to start)  
Please continue payments: **Until Further Notice (Any previous Standing Order Authority is superseded by this Authority)**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Parents' Use

The above form relates to the following child/children:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Gift Aid Declaration – Colyton Grammar School

Please treat as Gift Aid donations all qualifying gifts of money made  
today  in the past 4 years  in the future  (please tick all relevant boxes)

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that Colyton Grammar School will reclaim 25p of tax on every £1 that I give.

Title: \_\_\_\_\_ First Name or Initial(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Full Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please notify Colyton Grammar School if you want to cancel this declaration or you no longer pay sufficient tax on your income and/or capital gains**

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

**Please send the completed and signed form to: Colyton Grammar School, Colyford, Colyton, Devon EX24 6HN**

**PLEASE DO NOT SEND THIS FORM TO YOUR BANK**

SRC15-101