

THE SPIRES

— COLLEGE —

Information for Students,
Parents and Carers

Things you need to know about being at
The Spires College

A Spires Learner is...

Ambitious

Diligent

Independent

Resilient

Creative

Kind

College Policies are available to view on our website:
<https://www.thespirescollege.com/about/policies>

Information correct at time of print.

A current version is always available on the college website:

<https://www.thespirescollege.com/parents/information-expectations>

<https://www.thespirescollege.com/students/information-expectations>

Term Dates and Timing of the College Day

Term Dates – 2021/2022

Autumn

Staff : Monday 6
September
Starts: Year 7 and 12: Tuesday
7 September.
Years 8, 9, 10, 11 and
13: Wednesday 8
September.

Ends: Friday 17 December

**Non-pupil
days:** Monday 6 September
Friday 22 October

Half-Term
Break Monday 25 – Friday 29
October

Spring

Starts: Wednesday 5 January

Ends: Friday 8 April

Half-Term
Break Monday 21 – Friday 25
February

Summer

Starts: Monday 25 April

Ends: Friday 22 July

Public Holiday: Monday 2 May

Half-Term
Break Monday 30 May –
Friday 3 June

College Day

Students must arrive five minutes before registration for a prompt start to the day.

Registration
8.30 am – 8.35 am

Period 0
8.35 – 8.50 am

Period 1
8.50 am – 9.50 am

Period 2
9.50 am – 10.50 am

Break
10.50 am – 11.05 am

Period 3
11.05 am – 12.05 pm

Period 4
12.05 pm – 1.05 pm

Lunch
1.05 pm – 1.50 pm

Period 5
1.50 pm – 2.50 pm

Parents' and Tutor Evenings

Tutor Evenings are an opportunity for you to meet your child's tutor; where you get the opportunity to find out how your child has settled in, where any concerns from the subject teachers are relayed to you and where you get the first Progress Report of the year.

Parents Evenings are an opportunity to meet specific subject teachers and to discuss in more detail the progress your child is making in each subject.

Appointments for both Tutor and Parents' Evenings are booked online. The booking system opens approximately two school weeks before the event.

Heads of Year, Senior Leadership Team, Pastoral Support Managers and our SENDCo attend all of the Tutor and Parents' Evenings.

The dates for these events will be published on our website.

Useful Contact Information

Once your child has joined the college, you can view information about your child by registering with School Gateway. There is an app for ease of access. You can also use School Gateway to report absence.

Details and links are on the college website:

<http://www.thespirescollege.com/parents/school-comms-school-gateway>



Website

There is lots of information on our website, which is updated regularly.

www.thespirescollege.com



Email

The main college email address is:

enquiries@thespirescollege.com

The email address for reporting absence is :

attendance@thespirescollege.com

The email address for lost property enquiries is:

Lostproperty@thespirescollege.com

The college uses SchoolComms to send emails to parents, carers and students. To prevent these emails from being filtered as 'junk' or 'spam', please save the following email address as a contact:

SC8804117a@schoolcomms.com

Email is the most efficient way of contacting members of staff.

You can contact any member of staff by email using their initial and surname followed by @thespirescollege.com

For instance if you wanted to contact John Smith, his email address would be: jsmith@thespirescollege.com

Email addresses of key staff are on our website.



Social Media

Follow us on social media for news, events and announcements:

Facebook: The Spires College

Twitter: @spirescollege



Postal Address

The Spires College

Westlands Lane

Torquay TQ1 3PE



Telephone

Absence Line
01803 408841

To report that your child will not be attending college, or will be late.

There is a 24 hour answer-phone on this line.

Main
Switchboard
01803 400660

Reception is open from 8 am to 4 pm for general queries and to contact teachers or other members of staff. Teachers will not be able to take calls during teaching time; reception staff will pass messages on.

Who to Contact

If you wish to discuss any matter with someone at the college, your first point of contact is usually your child's Tutor. We recommend that you contact the Tutor first as they see your child every day and will know them best. However, if you have a query about a specific subject only, the subject teacher or Head of Department should be contacted. We will respond to parental concern as promptly as possible, and usually within 24 hours, **but not during teaching time.**

Each child is also supported by a Pastoral Support Manager (PSM) and a Head of Year (HoY). In the Sixth Form, this is the Director of Sixth Form and Assistant Head of Sixth Form.

Whilst we strongly value the opportunity to work closely with parents and carers, it is not always possible to see the appropriate member of staff with no notice. PSMs are not available during Period 1 as this time is dedicated to fulfilling statutory student attendance requirements. Tutors, PSMs, HoYs and other staff are unlikely to be available if you visit the college without an appointment due to the commitments of their roles, so please ensure you contact us to make an appointment before you arrive.

	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
HoY	Ms M Dorrian	Mr D Smillie	Mrs C Faulkner Mr S Kirby	Dr M Taylor	Mr D Veale	Mr R Davies
PSM	Mrs C Fisk	Mrs N Bertram	Mrs T Pike	Mr N Moore	Mrs D Pearson	Ms T Tunnard

Each year group is supported by a member of our Senior Leadership Team.

Safeguarding Contacts

Designated Safeguarding Lead (DSL):	Miss T French	
Deputy Designated Safeguarding Lead (DDSL):	Mrs T Bennett	
Other trained Safeguarding Staff:	Mrs C Fisk Mrs D Pearson	Mr N Kay Mr N Moore

Email: safeguarding@thespirescollege.com

Tutor Groups and Form Tutors

Each student is in a tutor group with other students from the same year group and will remain there throughout years 7 – 11. The Tutor is usually the first point of contact if a student, parent or carer wishes to discuss any issues, followed by the PSM or Head of Year. They will make an appointment for you if you wish to see them.

Rewards and Sanctions

Students are rewarded for demonstrating the Colleges attributes (Ambition, Diligence, Independence, Resilience, Creativity and Kindness) with **merits**. These are recorded on the Class Charts system and students are given a sticker to put in their planners. Parents and carers are able to monitor these through the SchoolGateway App.

Merits lead to incremental rewards, as well as entry into an annual prize draw. Tickets for the draw will be allocated based on the number of merits accrued throughout an academic year. Tutors and Heads of Year will monitor merits and reward students as follows:

25 Merits	Prize draw ticket	
50 Merits	Prize draw ticket	Bronze lapel badge
75 Merits	Prize draw ticket	Tutor commendation
100 Merits	Prize draw ticket	Silver lapel badge
125 Merits	Prize draw ticket	Head of Year commendation
150 Merits	Prize draw ticket	Gold lapel badge
175 Merits	Prize draw ticket	Vice Principal commendation
200 Merits	5 Prize draw tickets	Platinum lapel badge
250 Merits	10 Prize draw tickets	Principal commendation (voucher) Star Learner lapel badge

What do we reward?

The descriptors below describe the College **Attributes** used for awarding merits. These are the attributes that our community have determined should be encouraged and celebrated:

A Spires Learner is...

Ambitious
Diligent
Independent
Resilient
Creative
Kind

Full details of what each attribute means at the college can be found in the Student Behaviour Policy available on the college website:

<https://www.thespirescollege.com/about/policies>

Minimum Expectations and De-Merits

Underpinning our attributes, we expect as an absolute minimum that our students are:

- ▲ Ready to Learn
- ▲ Respectful
- ▲ Safe in their behaviours

We regard these as 'minimum expectations' because our community relies on them for the effective functioning of the College. We therefore expect to see these expectations met at all times. Full details of the minimum expectations can be found in the Student Behaviour Policy available on the college website: <https://www.thespirescollege.com/about/policies>

Should a student fail to meet the College's minimum expectations, they will be awarded a **de-merit**. These are recorded on Class Charts. Every de-merit given removes a merit from that student. The prize draw tickets allocated at the end of the academic year will be based on the number of merits a student has once all de-merits have been accounted for.

Tutor Points

Merits are used to reward students as individuals. However, we believe it is important that students learn to consider the impact of their actions on others. Therefore, by making positive choices, students can also accumulate points for their tutor group.

Tutor groups compete to receive rewards based on the number of tutor points they accrue as a group each year. Tutor points are rewarded to individuals for being an active and positive member of the College community. Each student will automatically be awarded 15 tutor points at the beginning of each week on the assumption that they will be on time, have the correct uniform and the correct equipment. Tutor points are removed should students not meet expectations. Tutors and Heads of Year will monitor tutor group points and will reward successful tutor groups with:

- ▲ Non-school uniform days
- ▲ Celebration breakfasts and lunches
- ▲ Reward trips

Recognising Success

In addition to the Merit and Tutor Points system, staff will recognise success in many ways. This includes contacting home, which may be via praise postcards, letters or phone calls. Departments celebrate students' work through displays and by sharing success publicly, for example through 'Star of the Fortnight'. Each academic year ends with a celebration assembly for each year group. Other celebratory events may take place during the year, such as celebration breakfasts and rewards trips.

In order to recognise students' contributions to the wider aspects of the College community, we award students the opportunity to fulfil roles that further contribute to a positive and caring environment. These roles are:

Lead Learners **Prefects**
Kindness Ambassadors **Reading Ambassadors**
Year Team Representatives **Sports Ambassadors**
The Arts Ambassadors

Full details of these roles can be found in the Student Behaviour Policy available on the college website: <https://www.thespirescollege.com/about/policies>

Disruption to Learning

The College applies sanctions for any incident where students are not meeting our minimum expectations or are disrupting the learning of others. We firmly believe that **every student is entitled to disruption free learning every minute of every lesson.**

In lessons, teachers will apply consequences as per steps A-B below.

A If a student's behaviour does not meet minimum expectations, the classroom teacher will issue a reminder as to what the expected behaviours are.

If the student does not amend their behaviours, the student will be issued with a de-merit.

Sanction: De-Merit:

- The classroom teacher will make it explicit to the student that they have been issued with a de-merit, ensuring eye contact with the student and addressing them by name for clarity.
- The classroom teacher will record details of the incident on Class Charts.

B If the student does not amend their behaviours, or the behaviour is particularly serious, the student will be removed from the lesson and sent to the Crofton provision. A de-merit will be given (if this has not already been given as above, i.e. because it is a particularly serious incident and so step A has been omitted), **and the student will complete their work** in the Crofton provision **until 4 pm that day.**

Sanction: Removal from lesson:

- The classroom teacher will contact the Behaviour Support team to collect the student. The student must not leave the classroom until a member of staff arrives to take them to the Crofton provision.
- The classroom teacher will record details of the incident that led to the removal from lesson on Class Charts.
- A member of the pastoral team will contact the student's parents to inform them that their child has been placed in Crofton and will record this contact on Class Charts. The classroom teacher will then contact parents to discuss the incident which led to the sanction.

The same procedure will be followed by the member of staff dealing with any incident of a student failing to meet minimum expectations during unstructured time.

Other Sanctions

College leaders may determine that the removal of some privileges is the most appropriate sanction for non-compliance with the College's expectations. This may include withdrawing students from college events such as the 'prom' or reward trips. Where students demonstrate unsafe behaviours they may not be permitted to participate in trips and visits.

Staff may occasionally keep students back at break times, lunchtimes and after college to discuss their behaviour with them and give the student an opportunity to reflect. This is a detention. When this happens staff will contact the parents and record the detention on Class Charts.

For more serious or sustained incidents students may be excluded. This means they will be required to work away from their peers, either in our Crofton provision, elsewhere within the College or at home. The most serious breaches of our expectations may lead to permanent exclusion. Further details about exclusions can be found in the Student Behaviour Policy available on the college website: <https://www.thespirescollege.com/about/policies>

Uniform

All students in Years 7 to 11 are expected to wear the College (see uniform booklet for more details). This is to show that they are part of the College community and that they are proud to be at The Spires College. This also prepares them for their future and the world of work, where a uniform or dress code may well apply. If students attend college without the correct uniform, parents will be contacted to bring in the correct clothing. If students are still not in full uniform, they will work separately from their peers until the issue is resolved. If students are not wearing their uniform correctly (e.g. skirts rolled up to make them short, shirts untucked, etc.), they will be asked to amend this and will be given a de-merit. If this is repeated, the student will be placed in the Crofton provision. Students who arrive at registration without the correct uniform will lose a tutor point.

Equipment

Each student must be equipped with at least the following items every day.

- ▲ An adequately sized school bag
- ▲ At least one black pen
- ▲ A rubber
- ▲ Their planner
- ▲ A pencil case
- ▲ A pencil
- ▲ A ruler
- ▲ A reading book (Years 7 and 8)

Students must also ensure that they have the correct books and equipment for the day e.g. correct P.E kit or food technology items. Students can also purchase equipment from their Pastoral Support Manager or in the library.

Anti-Social Behaviour

Unfortunately, as in the wider community, there will sometimes be anti-social behaviour. The Spires College does not tolerate such behaviour, inside or outside of college, but we can only tackle it if it is reported to us. If a student is experiencing difficulties the best point of contact is their Form Tutor, followed by their Pastoral Support Manager or Head of Year, however they can speak to any member of staff with whom they are comfortable.

Students can drop a note into the 'keep yourself safe post-box', text a message starting with the code **20829** to **07781 474660**, leave a voice message by calling **0845 2258230** or report incidents online at www.tellbytext.com Once the college has received a message via any of these methods, appropriate action will be taken.


THE SPIRES
COLLEGE

Keep Yourself Safe



- ▲ Are you worried about being bullied?
 - ▲ Too scared to tell someone?
 - ▲ You can use our 'Keep Yourself Safe Post Box'
- ▲ Just post a slip of paper with your name and tutor group and we will discreetly find you so that we can help.
- ▲ The 'Keep Yourself Safe Post Box' is outside of room 2212.

Don't suffer in silence. We are here to help.

Behaviour of Visitors, Parents/Carers and Family Members

Our staff have a right to work free from fear of physical or non-physical assault and abuse in an environment that is properly safe and secure.

Behaviour that is contrary to this can be either in person, by telephone, letter, email or other form of communication and is not confined to incidents occurring on the college site e.g., it could occur on the street or in any other public or private place. A range of measures can be taken by the college in response to any of the above behaviours, which seek to reduce the risks and demonstrate acceptable standards of behaviour. These responses may include barring from the college site and reporting incidents to the police with a view to prosecution.

Staff are unlikely to be available if you visit the college without an appointment due to the commitments of their roles, so please ensure you contact us to make an appointment before you arrive.

Parking and vehicular access to the college

The safety of our students and other members of the community is put at risk by drivers dropping off and collecting from the staff car park and the surrounding lanes and we ask parents and carers not to drive right up to the college to drop off and collect children.

The lane that runs between the college and the swimming pool / football ground, from the staff carpark entrance to Warbro Road, is a public footpath and, as such, should be used only by pedestrians and vehicles accessing designated staff parking spaces. Due to the restrictive size, there are no parking spaces allocated for parents or visitors.

All of the access lanes that pass the front of the swimming pool, the rear of Bronshill Road or the section of Westlands Lane directly from Bronshill Road become very congested and are best avoided. Parking on the lane and the pavement adjacent to the swimming pool car park entrance is not permitted. Several 'near-misses' have occurred due to parking here.

We request that students are dropped off and collected from a little further away from the college site, such as in Marnham Road, Warbro Road, Bronshill Road, or beyond. We also ask that drivers give due consideration to other road users, pedestrians and residents when choosing where to stop and let their passengers out of or into the vehicle and don't cause a hazard in these areas.

Mobile Phones and other Electronic Devices

Mobile phones are banned from the College site (this applies to all electronic devices, such as smartwatches and games consoles, too.) If a student has a mobile phone for the journey to and from college, this phone must remain switched off and in their school bag from the time of arrival onto the College site and must not be used, seen or heard again until they leave site at the end of the College day. The sanction for breaching this rule is confiscation and a de-merit.

Students must not use telephones to photograph, record or film other members of the College community. Breach of this rule will be regarded as very serious and may be dealt with as a safeguarding and/or criminal matter.

The college will confiscate any electronic items being used on the premises such as mobile phones. Confiscated items will be logged and stored securely. The SIM card and battery will be confiscated along with any mobile phone.

- ▲ On the first occasion the item will be confiscated until the end of the **next** college day and the incident will be logged via a de-merit.
- ▲ On a second occasion the item will be confiscated for one week and the incident will be logged via a de-merit.
- ▲ On a third occasion the item will be confiscated until the end of term and the incident will be logged via a de-merit. (If the time to the end of the term is equal to or less than one week [this being the confiscation time for the previous offence], the confiscation may continue until the end of the following term.)

Any further issues with a phone or electronic device will result in a meeting with a senior member of staff. Should the situation reach this stage, a permanent ban on bringing the item into college is likely.

If a student refuses to surrender the item, a member of the Senior Leadership Team (SLT) will become involved and, if the situation reaches this point, the confiscation will be increased by the member of the SLT to one week, or longer if appropriate. Further sanctions will also be imposed.

Students who have had their mobile phone confiscated and need to contact their parents/carers must speak to their Head of Year or Pastoral Support Manager.

The college follows Government advice when confiscating items from students which is outlined in the document 'Screening, Searching and Confiscation - Advice for Schools,' January 2018.

The college is not responsible for personal belongings that are brought into college.

Punctuality and Attendance

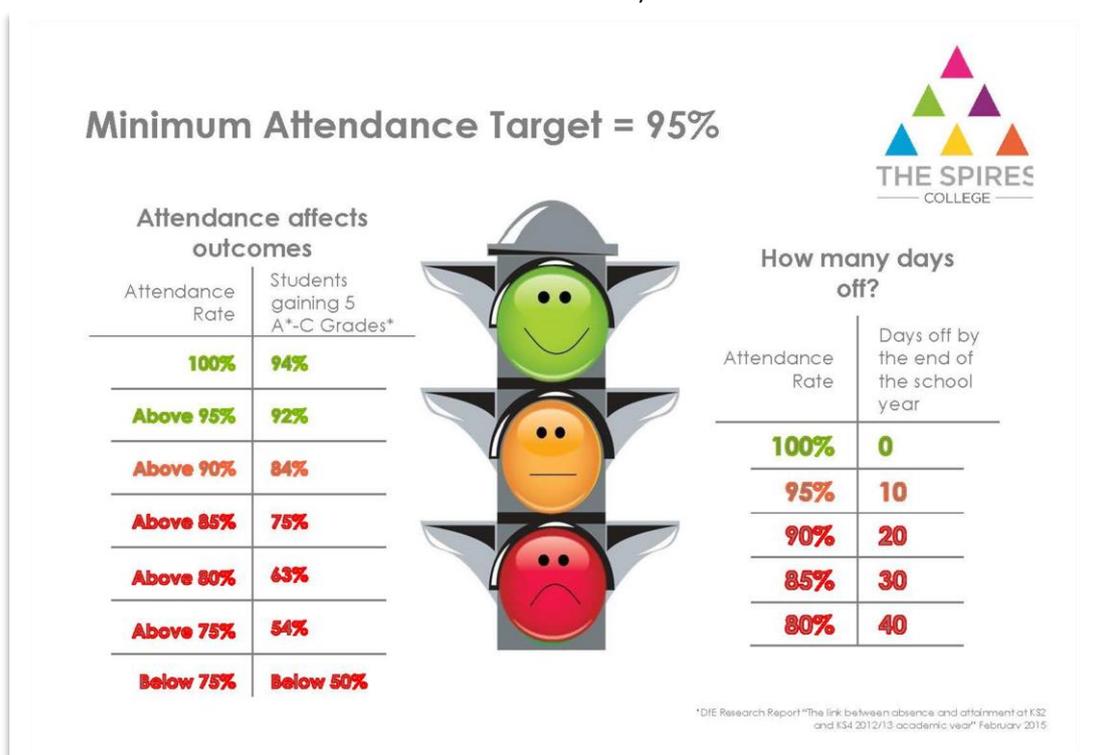
Parents/carers should encourage their children to be punctual to college and lessons at all times as this not only reduces interruptions to their learning but also teaches them the importance of being reliable and conscientious.

Students meet with their tutor group every morning at 8.30 am and must not be late, so should **arrive at college by 8.20 am each day** with plenty of time to get to their tutor room for registration. Students must move quickly, without unnecessary delay, between lessons 1 and 2, and between lessons 3 and 4. This means that lesson transfer time should not be used for socialising. Students should be in lesson 3 by 11.05 am. Students should be in lesson 5 by 1.50 pm. The consequence of lateness to a lesson is a de-merit. The consequence of lateness to college/registration is the loss of a tutor point.

If a student is going to be absent from college, their parent/carer must advise the college **as early as possible**. This can be done via **School Gateway**, the 24 hour absence line on **01803 408841** or by email to attendance@thespirescollege.com. Pastoral Support Managers oversee attendance for their year groups.

The Government regulations for absence mean that, by law, we are not permitted to authorise absence during term except for in exceptional circumstances, e.g. seeing a parent on leave from the Armed Forces, or days of religious observance. Under this law, holidays do not qualify as an exceptional circumstance. The regulations state that exceptional leave must be requested in advance from the Principal and must come from the parent with whom the child normally resides. Please see the letter on the following page for details of the consequences issued by Torbay Council's Attendance Improvement Team. A student who is absent for more than four college weeks may be removed from roll.

Maximum attendance to college is vital in order for students to achieve their full potential and avoid gaps in their learning. Students are expected to attend punctually for the 190 days per year that the college is open. We recognise there may be unavoidable absence such as genuine illness and occasional medical/dental appointments but ask you keep these to a minimum, try to make them outside of college hours and only keep your child away for the time needed, rather than the whole day.



Automated Absence Notification

If a student is marked absent at morning registration, their parent/carer is sent a message via an automated system (SchoolComms / SchoolGateway). This should alert the relevant adults as soon as possible if a child is absent without their knowledge and also remind them if they have forgotten to report that a student will be absent due to illness, etc., or late to college due to having an appointment. By using this system, we are meeting the government's recommendations in contacting parents/carers on the first day of a student's absence.

As the safety of our students is our main concern, we hope that the system will also provide an early warning should a student not arrive at college as expected. The system sends an email and a text message to the mobile telephone numbers of the first contact for the student and those listed as having parental responsibility. You can reply directly to this message. If you have registered with SchoolComms and have the School Gateway app, the message will be delivered via the app.

If you would like more information about the system, please visit:

<http://www.thespirescollege.com/parents/school-comms-school-gateway>,

contact us by telephone: **01803 408841**

or e-mail: attendance@thespirescollege.com.

Safeguarding Children – The Role of Every Adult

We expect all adults within The Spires College, even those visiting for only a short time, to play their part in safeguarding our students. Students will sometimes disclose sensitive information to someone they perceive as a friendly person. In this situation we ask that the adult:

- ▲ Does not promise to keep the information a secret.
- ▲ Does not ask leading questions.
- ▲ Makes a written note of what is said, ideally at the time of disclosure or as soon afterwards as possible, using the student's words.
- ▲ Reassures the student that they were right to pass on their concerns.
- ▲ Passes on the information to the designated person for Child Protection, or a member of the Senior Leadership Team.
- ▲ Keeps the information confidential.
- ▲ Does not worry that they may be wasting someone's time. If it concerns you – pass it on.

The designated person for child protection is Miss French and her deputy is Mrs Bennett. Their office is room 1807 and they can be contacted via the main college telephone number, on extension 3300, or by email to safeguarding@thespirescollege.com.

Counselling Service

As part of our pastoral care, the college has a fully trained counsellor, Mrs Edwards, who students can talk to about anything that is causing them worry or distress. Counselling is an opportunity to talk through any problems and is done in a safe and confidential setting. Some of the things that students have needed support with are friendships, bullying, problems at home or with the family, stress, anxiety, feelings, self-harm, bereavement, drink/drug related issues, relationship problems and school related issues such as anxiety about exams, but students can, and do, talk to our Student Counsellor about anything at all.

Students can be referred to the counsellor by their Tutor, Head of Year, Pastoral Support Manager, our safeguarding team, their parents or by themselves. To make an appointment for a counselling session, students can visit Mrs Edwards in room 1217, during break or lunch times or send an email using the school system to counsellor@thespirescollege.com. The only other people that will know about the appointment will be the person who has made the referral and anyone that the student chooses to tell. If an appointment is during lesson time, that teacher will know that the student has an appointment but will not know what it is for.

Special Educational Needs and Disabilities

We have a large Special Educational Needs and Disability (SEND) department staffed by an enthusiastic, committed and hard-working team. The SEND provision supports students with a vast variety of difficulties ranging from learning delay, behavioural, social and emotional issues through to physical and medical conditions.

Students who have been identified as having special educational needs or a disability have their provision planned and implemented before they begin attending the college. Other students may have special educational needs or disabilities identified through screening and/or referral by either internal or external agencies. Students can be referred to the SEND department at any stage through their education.

We continue to encourage and greatly appreciate the support and involvement of parents/carers in the planning, implementation and review of provision to support their children at any stage and for any length of time throughout their years at the college.

Hearing Support Centre and Autism Spectrum Condition Support Centre

The Spires College accommodates Torbay's hearing support centre (HSC) and one of the Autism Spectrum Condition support centres (ASCC).

All of our students with impaired hearing participate fully in the academic, social, cultural and sporting life of the college and achieve excellent results in line with their aptitudes and abilities. Students with a place in our ASCC participate as fully as is appropriate for their individual circumstances.

Appropriate support across the curriculum is one of the keys to unlocking the potential of our students and we are fortunate to have a dedicated and well-qualified staff to undertake this task.

Reading Programme

Research is clear that a young person's ability to read, and enthusiasm for reading, are inextricably linked with their academic and wider success. Therefore, it is our aim that The Spires College becomes a 'reading college' where students and staff are proud to think of themselves as readers.

Unlocking our students' potential through reading is a complex task. It involves:

- ▲ identifying and intervening with students whose reading knowledge and skills fall below that of their peers;
- ▲ promoting the benefits of academic reading and;
- ▲ encouraging our students to read for pleasure.

Perhaps the most challenging of the three strands is the latter; we want our students to *enjoy* reading.

Research suggests that reading for pleasure can promote better health and wellbeing, support young people to build social connections and relationships with others, and is associated with a range of factors that help increase the chances of social mobility.

To encourage our students to read for pleasure, we have designed The Spires College Canon and a tutor reading programme.

The Spires College Canon

A literary canon is a collection of texts which hold significant value, both in the style of writing and the messages they communicate.

The Spires College canon is a collection of texts that will inform a guided reading programme delivered by tutors with the aim of ensuring our students engage with a rich, varied, diverse and high-quality collection of literature. These challenging, interesting texts have been selected to inspire and engage our students, compelling them to consider the world from different perspectives and through diverse voices.

Each year group has their own suite of texts, respectively providing a plethora of discussion points and opportunities to ignite our students' curiosity about the world around them. Every tutor group within each year team will read the same book simultaneously, meaning students collaboratively develop their cultural capital through shared reading experiences.

For more information about our reading programme or canon, please contact your child's Head of Year.

Reading and our Library

'Reading for Pleasure' is high on the agenda at The Spires College. Our beautiful library on the top floor, looking out towards Berry Head, has a wide range of fiction and non-fiction books suitable for all interests and abilities available. Encouraging students to read fiction not only improves their written and spoken English, but also helps in understanding all subjects on the curriculum.

We hope you will encourage your child with their reading as it is key to achieving the best that they can from their education.

- ▲ The library is in a spacious room on the second floor with panoramic views across Torbay.
- ▲ It is open from 8 am to 4 pm, with staff on duty during these hours.
- ▲ It has a large collection of both fiction and non-fiction books, and DVDs.
- ▲ Students may borrow two fiction and two non-fiction books for up to two weeks. DVDs may be borrowed, one at a time, for up to two nights.
- ▲ Our library collection is fully computerised. This includes appropriate websites to support the curriculum.
- ▲ Year 7 students have an induction programme on the use of the library.
- ▲ The library has eight computers and both colour and black and white printers for students to use.
- ▲ The library staff are happy to help students to find and make sense of information from all sources.

Students are expected to respect staff, their peers, the book stock and the equipment.

Extra-curricular Clubs and Enrichment

There are lots of clubs that are held by different departments in the college. The programme changes termly and details of clubs are emailed to students and parents, published on our website and promoted within college via tutor groups, etc. In addition to these clubs, the library is open every day after college – details are above.

If students would like to make suggestions for new clubs they are welcome to approach relevant members of staff with their ideas. We also welcome ideas and support from parents/carers and if you would like to become actively involved with after college clubs, please contact Mr Kay, Vice Principal.

Consent for trips and off-site activities

Written parental consent will not be requested on a case by case basis for the majority of off-site activities because these activities form part of the college's curriculum and usually take place during the normal college day. Instead, we ask you to complete the section in the registration form to give consent for your child to take part in these trips. This will include afterschool, on or off site, sporting and PE fixtures.

Please complete the section in the registration form if you are happy for your child:

- ▲ to take part in trips and other activities that take place off college premises
- ▲ to be given first aid or urgent medical treatment during any trip or activity organised by the college

The following trips are **excluded** from this consent:

- ▲ All visits and residential trips that take place during college holidays or weekends
- ▲ Adventure activities at any time.

The college will send you information about each trip or activity before it takes place and you can instruct that you do not want your child to take part in any particular trip or activity.

Illness and accidents in College

If students feel unwell or have an accident, they must tell a member of staff straight away. Unwell or injured students are taken care of by an appointed first aid officer and, if they are too ill to remain at college, or further medical treatment is necessary, their parent/carer is contacted to make suitable arrangements. **Students must NOT contact parents/carers before seeing a first aider as the first aider or another member of staff will do so once the situation has been assessed. As is the case elsewhere in the college, the use of mobile phones is not permitted in the medical room or waiting area.**

Unwell or injured students are not allowed to leave college unless accompanied by an adult who is on our contact list, or has been asked by someone with parental responsibility to collect them. Taxi firms may refuse to take unaccompanied students, so please advise the taxi company of the situation if you arrange for your child to be collected in this way.

If students need to take medicine or inhalers at college their parent/carer needs to completed the relevant section on the registration form when they join the college. All medication must be provided by parents/carers for their own child, in the original packaging clearly labelled with the following information:

- ▲ Child's name
- ▲ Name of medication
- ▲ Dosage
- ▲ Frequency of dosage
- ▲ Date of dispensing
- ▲ Storage requirements (if important)
- ▲ Expiry date
- ▲ Any other pertinent information

All medication, including painkillers that are available over the counter, must be handed to a first aid officer for safe storage in a locked cabinet in the medical room and a checklist will be completed before the medication is administered in college. Medication with a direction stating that a specified time must lapse between each dosage will not normally be administered until after the student has been in college for that length of time. For instance, if four hours is required between each dosage and the student was present for morning registration at 8.30 am, the medication will not be administered until 12.30 pm.

Students who use inhalers for asthma should carry one inhaler with them as well as having a spare in the college reception office where it will be quickly and easily accessible for all staff. Students with allergies that require them to have an epipen prescribed for emergency use must provide the college with a spare epipen, which will be kept in the college reception office, so that is quickly and easily accessible for all staff.

It is the responsibility of parents/carers to notify the college if there is a change in dosage requirements, or the discontinuation of a young person's need for medication.

Please note that we have staff who are first aid trained but are not nurses, doctors or medics. For medical advice and treatment beyond first aid, you must contact your GP.

Free School Meals (FSM)*

Children may be entitled to receive free school meals if they or their parents or carers receive any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – as long as your household income is less than £7,400 a year (after tax and not including any benefits you get)

You can apply for FSM online via the following link: [Torbay Council - Apply for FSM](#) or by completing a paper form (these are available from the college reception office). The information you provide will be used to check if you are in receipt of a qualifying benefit and, if you are on Universal Credit, that your earnings do not exceed the threshold. If you are eligible, the council will inform the college, your child will receive free school meals and the school will receive extra funding.

This entitlement currently equates to £2.70 a day, which is more than £400 a year. As well as ensuring that students are eating properly during the day, registering for FSM also greatly benefits the college's funding. Students can be registered even if they don't wish to make use of the facility every day. The daily entitlement is credited to the student's canteen account each day and cannot be carried forward to the next day in full or in part. Students with FSM entitlement purchase food in exactly the same way as everyone else, as details in the next section of this booklet.

If you're currently claiming free school meals, but don't meet the criteria above (issued in July 2018), your child will continue to receive free school meals until the end of the Universal Credit rollout period. This will apply even if your earnings rise above the new threshold or if you stop being entitled to Universal Credit. The rollout period is currently scheduled to end in March 2022.

If you need any further information, please visit Torbay Council's free school meal website: <https://www.torbay.gov.uk/schoolmeals> or you can contact the FSM team by telephone on 01803 208244.

*This information is correct at the time of going to print and is subject to change.

Healthy Schools

As part of the government's healthy schools initiative, we encourage our students to eat a healthy diet and the college canteen provides food and drink that complies with the government's school food standards requirements. More information about this can be found at: www.schoolfoodplan.com/actions/school-food-standards/.

We ask that parents/carers make healthy choices when providing packed lunches and note that **students must not bring in energy drinks, fizzy drinks, chewing or bubble gum, as they are not permitted in college and will be confiscated.**

ParentPay and Cashless Canteen

We have a cashless canteen system, operated by thumbprint recognition, which means that accounts can only be accessed by their owner. The system software converts the thumbprint to a number and this data is held securely and in line with data protection rules. The software does not store an image of the actual thumbprint and the data is not shared with anyone else; it cannot be used for any purpose other than by the college and the catering provider, The Compass Group.

We prefer students to use the thumbprint system due to the excellent level of security this provides however, if you have an objection to the use of thumbprint recognition, please indicate this in your registration form. Students not registered on the system are issued with a four-digit PIN number, which they will use to access their account.

If we are unable to use the thumbprint reader or PIN system, for instance during the Covid-19 pandemic, students are issued with a smart card that is tapped on a reader.

School dinner accounts can be credited and viewed online using ParentPay. Whilst we prefer you to make payments via ParentPay, it is possible to use the cash top up machine in the canteen or place cheques (made payable to Compass Ltd) in secure box in the canteen.

School trips and other costs can also be paid via ParentPay and your support of this system will help the college enormously.

If you need help with your ParentPay account please contact our Finance Office team on 01803 400660 or by emailing enquiries@thespirescollege.com.

Lost Property

Lost property should be handed in to reception as soon as possible, not left in classrooms, offices, or taken home, etc.

Items that are named will be returned to their owner via form tutors if practical or. If told to collect an item the owner should then email lostproperty@thespirescollege.com to arrange a time to collect the item from the Lost Property Hub by the last Thursday before the next school holiday.

Un-named items are sorted and stored temporarily. Students and parents should enquire by email to lostproperty@thespirescollege.com if they are looking for something they have lost. On the last Thursday before each school holiday, un-named and un-claimed lost property is displayed in the reception foyer and students and parents are invited to claim items that have been lost.

Items remaining after this are donated to charity, or disposed of.

How Parents/Carers can help their child succeed

The college recognises how important parents and carers are to their child's success at college. Although secondary school aged children gain increasing independence, many of the ways in which parents/carers help younger children still apply.

Some things you can do to support your child are to

- ▲ Show an interest.
- ▲ Talk about the college day.
- ▲ Attend and contribute to parents' meetings.
- ▲ Discuss homework tasks.
- ▲ Help them organise their time and paperwork.
- ▲ Make sure they attend regularly.
- ▲ Ensure they have a quiet place to study.
- ▲ Know the particular focus of each college year.

Simple things like showing an interest and being encouraging make a big difference to how young people feel about college. It gives them the confidence to try out new skills and ideas and learn from mistakes without feeling discouraged.

Tips for helping with college and homework

Homework

At secondary school students need to learn the important skill of organising their time so that they hand homework in on the right day. Organising for them won't help them progress and we hope that parents share our aim to enable them to become independent and well-organised. To help parents and carers can encourage students to keep their timetable in a safe place, praise them when they meet their deadlines and stay calm and be supportive if things go wrong. If your child does need more help to be organised, it is useful if you engage them in the process rather than simply doing the job for them!

Homework is recorded in student planners and we ask parents to check and sign their child's planner at least weekly to see what activities that have been set.

Try teaching me!

Learning, particularly revision, is most effective if done actively as if a student just reads information they are unlikely to retain it all. It can help if someone offers to be the student while the student becomes the teacher. The student will need to work, memorise and practice on their own and if they can then teach someone else, they really know and can understand it. Explaining something to someone else is one of the best ways of actively learning.

Talk through how you work things out

When a student asks for help with something, it helps for the adult to talk them through step by step. This could be things like assembling furniture, looking up reference material for homework or cooking. Talk about how you plan to do it, why you are doing it in a particular way, how you will know whether you've done it successfully or not, and afterwards what mistakes you made and why.

Keeping it all together

Some subjects use a lot of A4 hand-outs. Your child will use a folder to keep these all together. You can help them decide on a sensible order for these and check they have the right paper, folders and equipment.

Talking it over

We all learn through discussing what we think and what we are experiencing. The conversations you have with your child should be fun but can also be a chance to show you take them seriously, listen to their opinions, ask them to explain why they think a certain thing and push their thinking by asking them to consider an opposite view... "What if...".

Homework Support Sessions

The College wants to support all students with their home learning. If a student fails to complete or hand in a piece of homework on time they will be given a de-merit. If a student fails to complete or hand in a piece of homework multiple times, either in one subject or across several subjects, they will be required to attend after-college homework support sessions. The purpose of this is to give the student support in completing their homework. Homework support sessions are from 2.50 pm until 4 pm one afternoon a week.

Keeping Informed

Schoolgateway is a system that gives parents and carers access to information about their child, including timetables, attendance information and easy access to progress reports. Schoolgateway has an app that can be downloaded to mobile devices which, alongside allowing access to the information above, works with our messaging system, SchoolComms. Messages received via the app are free of charge to the college so by using the app you will help us to save money. There is more information and links on our website: <http://www.thespirescollege.com/parents/school-comms-school-gateway>

You will be kept informed of your child's progress via regular progress reports as well as parents evenings. Dates of parents' evenings and events are at the front of this booklet and on our website. Most information is now sent to parents and carers by email via School/Comms and School Gateway, so please ensure that we have your up to date email address and telephone number. Sometimes, email providers identify messages sent by the SchoolComms system as junk or spam and this can lead to emails from the college being blocked. To prevent this from happening, please save the following email address in your contacts: SC8804117a@schoolcomms.com

If adults with parental responsibility for a student live at separate addresses you can request that copies of important information such as college reports, newsletters and notifications of college events are sent to both adults. This request can be made when completing the registration form or by putting it in writing addressed to The Administration Team Manager, including the name of the student, the name and address of the adult who does not live with the student and their relationship to the student.

Use of Student Images

The college celebrates the achievement of students, sometimes using images of them around the college, in the community, on our website, in our prospectus and on social media. We are always sensitive to how such images are captured, stored and selected. There is a section on our registration form where permission is sought for use of images when students join the college. Use of image consent can be changed by students or their parents/carers at any time and a non-return will qualify as non-consent.

Data Protection

The Spires College, Westlands Lane, Torquay, TQ1 3PE, is a 'data controller' for the purposes of data protection law. The Spires College is registered with the ICO under the Data Protection Act. Our registration number is ZA159941. Our Data Protection Officer (DPO) is Jane Richardson.

The General Data Protection Regulation came into effect in May 2018. The Spires College already had effective data protection policies, protections and processes in place but we reviewed and updated these in line with GDPR. As a parent/carer you may receive communications from us regarding data protection. Some of those may be about consent and some about updating your information with us. Please do read and send back everything you receive.

Under data protection law, individuals have the right to be informed about how the College uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' to individuals when we process their personal data. You can read our Privacy Notices on the College website, email the Data Protection Officer or ask for a paper copy from Reception.

If you have any questions or concerns about how we collect, use or store personal data, please contact the Data Protection Officer: dpo@thespirescollege.com.

Online Safety

The College aims to:

- ▲ Have robust processes in place to ensure the online safety of students, staff, volunteers and governors.
- ▲ Deliver an effective approach to online safety, which empowers us to protect and educate the whole college community in its use of technology.
- ▲ Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

Full details can be found in the Online Safety Policy available on the college website: <https://www.thespirescollege.com/about/policies>

CCTV

The college has a CCTV system throughout the buildings and grounds that is used in accordance with Data Protection laws for security and health and safety reasons. The CCTV system is provided by Torbay School Services Ltd (TSSL), the PFI company responsible for the school building and is made available for use by The Spires College during school operating times. TSSL commission a specialist contractor, Metcalfe Allen Ltd, to maintain the system. Full details are available in our Policy for Operation of CCTV which is available on request. If you have any questions or concerns about CCTV at the college, please contact the Data Protection Officer: dpo@thespirescollege.com.

Student ICT Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone and can stimulate discussion, promote creativity and expand awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This policy is intended to ensure that:

- ▲ Students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- ▲ College systems and users are protected from accidental or deliberate misuse which could put the security of the systems and users at risk.
- ▲ Students will have good access to digital technologies to enhance their learning and will be responsible users.

Students must use school systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems and other users.

For the personal safety of students:

- ▲ The college will monitor use of systems, devices and digital communications.
- ▲ Students must keep their username and password safe and secure. These must not be shared, written down or stored where it is possible that someone may learn it.
- ▲ Students must not try to use any other person's username and password.
- ▲ Students must not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.).
- ▲ The College strongly advises that students should not arrange to meet anyone they have 'met' on-line. If a student does have a good reason to arrange to meet a person that they have communicated with on-line, this must happen in a public place and in the presence of an appropriate adult, such as a parent or carer.
- ▲ Students must immediately report any unpleasant or inappropriate material, messages or anything that makes them feel uncomfortable that they see on-line.

Everyone has equal rights to use technology as a resource:

- ▲ Students must understand that the school systems and devices are primarily intended for educational use and not use them for personal or recreational use unless they have permission to do so.
- ▲ Students must not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work without express permission from the ICT Network Manager.
- ▲ Students must not use the college systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

Students must act as they expect others to act toward them and must:

- ▲ Respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ▲ Be polite and responsible when communicating with others; not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
- ▲ Not take or distribute images of anyone without their permission.

The college has a responsibility to maintain the security and integrity of the technology it offers and to ensure the smooth running of the college systems. To assist this, students must:

- ▲ Not use mobile phones in college.
- ▲ Only use other personal USB devices in college with express permission and will follow the rules set out in this policy, in the same way as when using college equipment.
- ▲ Not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor try to use any programmes or software

that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

- ▲ Immediately report any damage or faults involving equipment or software, however this may have happened.
- ▲ Not open any hyperlinks in emails or any attachments to emails unless the person / organisation who sent the email is known and trusted, or if the student has any concerns about the validity of the email, due to the risk of the attachment containing viruses or other harmful programmes.
- ▲ Not install or attempt to install or store programmes of any type on any college device, nor try to alter computer settings.
- ▲ Only use social media with express permission to do so.

When using the internet for research or recreation, students must:

- ▲ Ensure that they have permission to use the original work of others in their own work
- ▲ Not try to download copies (including music and videos), where work is protected by copyright.
- ▲ Check that information accessed on the internet is accurate, and understand that the work of others may not be truthful and may be a deliberate attempt to mislead.

Students are responsible for their own actions, both in and out of college:

- ▲ The college has the right to take action against a student involved in incidents of inappropriate behaviour covered in this policy, whether they happen in or out of college. For example, cyber-bullying, use of images or personal information (this is not an exhaustive list).
- ▲ If a student does not comply with this Acceptable Use Policy, they will be subject to disciplinary action. This may include loss of access to the college network / internet, detentions, contact with parents/carers, exclusion, and in the event of illegal activities involvement of the police.

Google Apps for Education

The college uses Google Apps for Education and the responsibilities detailed in the Acceptable Use Policy apply when using these services.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account.

In order to have access to the college systems and Google Apps, students and parents/carers must complete the agreement within the registration form.

College Rules

Students must adhere to these rules at all times.

- ▲ All students are expected to arrive on time, with the appropriate equipment and ready to work.
- ▲ Students have the right to disruption free learning at all times. No one must prevent this.
- ▲ Anyone who is late for college at any point must report to reception immediately.
- ▲ Students are expected to attend college daily during term time. Absences should be explained as soon as possible on the first day of absence. Unexplained absences will be treated as truancy.
- ▲ No-one should be absent from a lesson, or part of a lesson, without the teacher's permission and the right pass.
- ▲ Students must not leave the premises during the college day without official permission.
- ▲ Anyone leaving the college must sign out at reception and upon return they must sign in again.
- ▲ Students are expected to move around the building sensibly and quietly, keeping to the left-hand side and observing corridor etiquette. They should bear in mind their own safety and that of others. Running and undue noise are not permitted.
- ▲ All litter must be placed in the bins provided.
- ▲ Dangerous items such as knives, cigarettes, e-cigarettes, vaping devices, matches, lighters, laser pens, etc., are not permitted and if found may result in police involvement. These items will be confiscated and may not be returned. We strongly advise that large sums of money, valuable jewellery, music players, mobile phones or other devices are not brought into college. Loss or damage to them will not be the responsibility of the college. If for any reason electrical devices are brought into college, they must be switched off and put away before entering the college site. These lists of items are not exhaustive.
- ▲ The college, in accordance with the law, operates a 'no smoking' policy which covers all its premises, sites and activities.
- ▲ Students in Years 7 - 11 are expected to wear full college uniform. Sixth form students are expected to dress in a manner that is appropriate for college.
- ▲ Everyone should be considerate towards the neighbours of the college and respect their property at all times. Students must not congregate around neighbouring premises.
- ▲ There are areas of the college that are out of bounds for everyone's safety. Do not enter them.
- ▲ Students are expected to behave in a responsible and polite manner.
- ▲ Food must only be consumed in the designated areas. Food must not be carried by hand or eaten in the corridors and food purchased in the dining hall must be consumed in the dining hall.
- ▲ Chewing gum, bubble gum, fizzy drinks and energy drinks are not allowed in the college.
- ▲ Ball games are restricted to the ball playing area and only soft balls are allowed.
- ▲ Only electronic equipment provided by the college may be used in lessons.
- ▲ Mobile phones, smart watches, music players and other electronic devices, such as games machines, are not permitted to be used in college. Any of these items brought on site must remain switched off and kept out of sight in the owner's bag. The college will accept no responsibility for such personal electronic equipment. These items will be confiscated if they are used, seen or heard during the college day or on site at any time.
- ▲ Students who ride bicycles to college must do so in a legal and responsible manner, ensuring that their bicycle is in good order and that they wear a cycling helmet. They must dismount before entering the school site. Permission to store bicycles on site may be withdrawn from students who do not cycle responsibly.

Home and College Agreement

Staff and Governors at The Spires College believe that students will have the best opportunity to achieve their full potential if the college, parents and students themselves work together in partnership. The Home and College Agreement defines some of the relationships and responsibilities that are part of this partnership.

Home and College Agreement – Students

As a student of The Spires College I will:

- ▲ Follow college rules, work hard and make a positive contribution to the life of this community.
- ▲ Respect other students, staff, visitors and myself and behave sensibly and courteously at all times.
- ▲ Be aware that racism, intolerance and any form of bullying are unacceptable in our college.
- ▲ Keep myself and others in college safe.
- ▲ Attend college regularly and on time, avoiding ALL unnecessary absences.
- ▲ Be well prepared for the college day (well-rested, well-fed and equipped with the right stationery and books, etc.).
- ▲ Wear the required uniform and PE kit and be tidy in my appearance.
- ▲ Complete home learning on time to the best of my ability.
- ▲ Not use my mobile devices on the college site or during the college day.
- ▲ Not use drugs, alcohol or other substances or bring them onto the college site.
- ▲ Take good care of the college environment and help to keep the college free from litter and graffiti. I will respect the college building and property in the knowledge that the cost of repairing any damage caused by acts of vandalism will be charged to the perpetrator.
- ▲ Not bring in to college chewing or bubble gum, fizzy drinks or energy drinks, nor consume the latter prior to the beginning of the college day.
- ▲ Not access other people's computer files.
- ▲ Abide by the E-safety Policy and Student Acceptable Use Policy when using computer systems.

Home and College Agreement - Parents/Carers

As a Parent/Carer I will:

- ▲ Ensure my child attends college regularly and punctually as required by law.
- ▲ Keep the college informed of anything which I believe might affect my child's progress in college especially absence, illness, and change of family situation.
- ▲ Avoid ALL unnecessary absences, including holiday in term time.
- ▲ Provide a place at home that is as quiet as possible, to encourage completion of homework.
- ▲ Take an interest in my child's college work, looking at their exercise books and homework regularly.
- ▲ Read my child's planner, check comments and make contact with staff where appropriate.
- ▲ Attend Parents' and Tutor Evenings to meet my child's teachers.
- ▲ Support the college rules, such as those on uniform and homework and discipline code, and reinforce punishments given by the college in terms of misbehaviour.
- ▲ Ensure that my child gets adequate sleep, is well fed and does not have access to drugs, alcohol and other substances.
- ▲ Send my child to college, prepared for the day with all books, equipment and PE kit.
- ▲ Encourage my child to take advantage of the opportunities offered, both educational and extra-curricular.
- ▲ Acknowledge that the college is not liable for any loss should personal property be damaged, lost or stolen.
- ▲ Communicate with all staff at the college in a respectful manner.
- ▲ Be aware that the cost of repairing any damage caused by acts of vandalism will be charged to the perpetrator.
- ▲ Ensure that my child does not bring in to college chewing or bubble gum, fizzy drinks or energy drinks, nor consume the latter prior to the beginning of the college day.
- ▲ Support that mobile devices are not used on the college site or during the college day.
- ▲ Give permission to The Spires College to give my child access to electronic information services.
- ▲ Ensure my child uses the ICT systems appropriately and in accordance with the college's ICT Acceptable Use Policy, supporting the college in dealing with any incident of misuse.
- ▲ Report any loss of log-in details immediately.
- ▲ Not access other people's files.
- ▲ Respect other people's views and only post comments on college forums which are not abusive, obscene or illegal.
- ▲ Not use college or other forums to post complaints, concerns or issues relating to the college; I will use the appropriate pastoral channels or complaints procedure for these.
- ▲ Understand that my actions on the college systems are subject to scrutiny by monitoring for the purpose of internet safety.

Home and College Agreement - Staff and Governors

Staff will:

- ▲ Fulfil their legal duty to keep students safe.
- ▲ Promote high standards of work and behaviour as set out in the college's aims and policies.
- ▲ Provide a broad and balanced curriculum that meets the needs of children of all abilities, developing their abilities and talents to the highest possible standard.
- ▲ Set and mark work regularly, giving students frequent feedback on their progress.
- ▲ Keep parents and carers informed about college matters in general and students' progress in particular.
- ▲ Provide a caring, safe and supportive environment to promote learning and well-being.
- ▲ Monitor students' behaviour and attendance, taking fair and consistent action if necessary and informing parents and carers of any concerns.
- ▲ Help students to leave the college well-prepared to make the most of future career / education opportunities.
- ▲ Ensure equality for all.
- ▲ Develop involvement in extra-curricular activities within the college and the wider community.
- ▲ Provide a wide variety of ICT resources which are under constant review to ensure improvement and development.
- ▲ Provide students with access to the college network including virtual learning platform and e-mail system.
- ▲ Provide up-to-date strategies to keep our students 'safe' on the internet.
- ▲ Monitor all of the college network facilities to ensure internet safety for all and respond appropriately to any incidents of misuse.

Governors will:

- ▲ Carry out their legal responsibilities to the college.
- ▲ Provide college policies that care for every student and publish at least the policies that are required by statute on the college website.
- ▲ Ensure that funding received by the college is used responsibly to provide curriculum and support services.
- ▲ Visit the college regularly for both statutory meetings and to stay informed of progress.