



# Essential Guide

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## Times of College Day

8.50am - 9.05am	Assembly/Registration
9.05am - 10.05am	Lesson 1
10.05am - 11.05am	Lesson 2
11.05am - 11.25am	Break
11.25am - 12.25pm	Lesson 3
12.25pm - 1.25pm	Lesson 4
1.25pm - 2.20pm	Lunch
2.20pm - 3.20pm	Lesson 5

This is under review for September 2016 - timings may change slightly within the day but start and finish times will not.

## Dates for the Coming Year

### Autumn Term 2016

Mon 5 September	First day of term
Mon 24 October – Fri 28 October	Half term holiday
Fri 16 December	Last day of term

### Spring Term 2017

Weds 4 January	First day of term
Mon 13 – Fri 17 February	Half term holiday
Fri 31 March	Last day of term

### Summer Term 2017

Weds 19 April	First day of term
Mon 1 May	Bank Holiday
May - June	GCSE/A level exam period
Mon 29 May - Fri 2 June	Half term holiday
Fri 21 July	Last day of term

## Four Schools, One College

Clyst Vale is one College, structured around four 'Schools'. Each School has the responsibility for the welfare and academic progress of its students. We believe in a holistic, integrated approach to maximise student progress and achievement: an unhappy or worried student does not learn well, but equally we cannot call ourselves 'caring' if students are performing below their potential. Schools will form the basis of in-College competitions, similar to the 'house' system common in English education. However, they will also provide pastoral care, monitor academic performance and lead interventions where necessary. Each School is led by a Head of School, supported by a team of tutors and a support member of staff - Assistant to the Head of School (AtHoS). A member of the Senior Leadership Team is also associated with each School.

Our four Schools are Green School, Red School, Silver School and Yellow School.

## Communication With Parents/Carers

We place great importance on partnership with parents/carers and our weekly newsletter is available on our website and is emailed to parents/carers every Friday. This provides a variety of information, from the latest sporting updates, most recent College news, the terms' calendar of events, students of the week and our current links with the wider community.

Our website displays our students' achievements and provides parents/carers with necessary updates and upcoming events for their calendar. This enables us to keep parents/carers up-to-date and send messages out quickly and effectively. Most communication between College and home is via our Schoolcomms system. Most communication between College and home is via the School Gateway System. You will find a link at the top of the College Website or go to <http://login.schoolgateway.com>. The system allows us to communicate efficiently with you through email and an APP messaging system. To use the system you will need to register using the email address and mobile phone number that the College holds for you.

Each student will be provided with a student planner at the start of September. This will be one of their most important possessions during their time at the College. Students will be expected to record all homework, tasks and events relevant to them and use it to organise their time effectively. It will also provide a useful link between teachers and parents/carers to see what, and how well, students are doing. Students will be asked to show parents/carers their planners on a weekly basis, so they can check and sign regarding the appropriate week. Tutors will then check and sign the planners, responding to any queries parents/carers may have.

Progress Reports (PRs) will be issued home four times a year, in order to report on check and monitor students' progress, achievements and needs. The idea of the PRs is to promote discussion primarily between parents/carers and their children about how best to ensure good progress in the future. This may well be a case of working harder at home or at College, ensuring that behaviour and attendance are up to the required standard, or simply continuing to work in the same manner. Tutors and subject teachers will also be monitoring progress and discussing strategies to secure good future standards. An effective and open partnership between College and home, with shared messages, will enable your child to fulfil his/her potential.

During the year, parents/carers will be invited to their child's Parents' Evening. Although we encourage two-way communication throughout the year, this is an opportunity for parents/carers to meet with a variety of teachers to discuss their child's progress and any issues or concerns they may have. In our continual move to improve communication and systems, we have introduced a web-based Parents' Evening Appointment System. The reason for this is to make it easier for parents/carers to book appointments to meet with their child's teachers. This system can be accessed via the parent link on the Clyst Vale website or by accessing the internet. The system can be accessed via the link on our Website homepage or here: (<https://cvcc.parenteveningsystem.co.uk>).

If you are unable to access the website, you should contact the ATHoS for your child's school.

## Leaving College During the Day

Students are required to remain at College from their arrival before 8.50am until their departure after 3.20pm. Special arrangements need to be made if a child has to leave during College hours. Parents/Carers are asked to email their child's AtHoS in advance. The student then reports to his/her School office, prior to meeting the parent/carer in Reception, who will then sign the student off the premises.

It is only in this way that we feel we can assure ourselves of the child's safety.

## Leaving College at Lunchtime

If a parent/carer wishes his/her child to go home for lunch, a pro forma is issued by the child's School office, completed by the parent/carer and returned to the School office. A pass will then be provided for the parent/carer's signature. Passes are renewed annually. Parents/Carers must take full responsibility for their child(ren) once they leave the College premises.

## Absence from College

We ask parents/carers to phone or email the relevant AtHoS (Assistant to Head of School) early in the day, if a child is going to be absent from College. We are now required by The Education (Students' Attendance Records) Regulations 1991 to publish data on unauthorised absence, so we have to check with parents/carers about unexplained absences.

Green School	Mrs C Hellier	Direct dial 01392 463913	email <a href="mailto:hellierc@clystvale.org">hellierc@clystvale.org</a>
Red School	Mrs P Grant	Direct dial 01392 463910	email <a href="mailto:grantp@clystvale.org">grantp@clystvale.org</a>
Silver School	Mrs J Knowles	Direct dial 01392 463906	email <a href="mailto:knowlesj@clystvale.org">knowlesj@clystvale.org</a>
Yellow School	Mrs C Turner	Direct dial 01392 463914	email <a href="mailto:turnerc@clystvale.org">turnerc@clystvale.org</a>

## Taking Holiday during Term Time

Following Government guidelines, we are no longer able to authorise holiday in term time, unless it is due to exceptional circumstances. Any request should be made to the relevant Head of School, with an S2 Absence Request Form, and is subject to approval by the Deputy Principal.

Children should attend school for 190 days each year and every day is important. Please help them not to miss any of this valuable time.

## Eating In College

Catering at Clyst Vale is aimed at encouraging healthy eating through sensible choices. Our catering contract is with Taylor Shaw. The College complies with the Government's nutritional standards for food in schools. There is a breakfast service in the Canteen from 8.15am each morning; during morning break a snack bar is run in the Giraffe House, with a wider range of cold and hot snacks available in the Canteen.

Lunches are provided on a cafeteria system from 1.25pm in both the Canteen and the Giraffe House. A set meal is available every day, or students may choose dishes at the prices displayed. Hot and cold drinks are also available. A range of healthy snacks (sandwiches, wraps, tray bakes prepared on site) is available.

**Free School Meals** are provided for children of parents/carers in receipt of certain state benefits. Application forms are available from the College or Education Office, County Hall, Exeter. Receipt of Free School Meals will also entitle your child to a range of other benefits such as free curricular trips, revision guides and print credits.

Students may bring packed lunches to be eaten in the Canteen, where beakers and drinking water are available. Filtered drinking water is also available at points around the College. The College complies with the Government's nutritional standards for food in schools.

The College operates a cashless catering system with parents/carers able to make payments through an online system. Full details are available on our website at [www.clystvale.org/parents/online-payment](http://www.clystvale.org/parents/online-payment) Students are able to deposit cash into their catering account via a cash loader located in the Giraffe House.

We expect children to respect their environment, to deposit litter in the bins provided, and to remember that chewing gum is not allowed anywhere on the premises.

## Getting To and From College - School Buses

All students within our catchment area who live more than three miles away from the College by the shortest available walking route, or those who live along the route from Cranbrook and Broadclyst Station (as it is a dangerous road), are provided with free transport, as long as they are under 16 years of age. This is organised by Devon County Council, who contract out the routes to different coach companies, including public service companies.

Students should carry their bus passes at all times. Students must understand the need for good behaviour on buses – a lapse may cause an accident. Any misbehaviour on school transport could result in a ban and the parents/carers would then need to make their own arrangements for transporting their child to and from College. Further, College rules on behaviour apply on all journeys to and from school. All students are now required by Devon County Council to complete an application form for transport and agree to abide by the Code of Conduct. These forms and full details about school transport can be found at:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

All queries about eligibility for school transport provided by County should be made by telephoning School Transport on 03451551019.

Students should go to their pick up points five minutes before the scheduled departure time. and wait for 30 minutes. If the bus does not arrive after 30 minutes, they should return home and contact the College.

## Extreme Weather Arrangements

In cases of disruption by bad weather, it is the decision of the driver of the bus as to whether road conditions are safe to operate, which can mean that it is impossible for College to notify parents/carers in advance. Parents/Carers are advised to check the College website for changes to opening times during particularly bad weather, especially if telephone lines are busy; school closures would also be notified on local radio. On other occasions when the bus has not arrived after 20 minutes, parents should telephone School Transport on 03451551019. The principle is that if a school transport bus operates in the morning, there is an expectation that it will run after school; this does not apply to Stagecoach.

## Cycles

Students who wish to cycle must have written consent from parents/carers, and permission from their School office, to cycle to College and park machines on College premises. Cycles are left at the owner's risk. Bikes must be locked and students must wear helmets when cycling.

## Uniform (Years 7 to 11)

Clyst Vale aims to maintain a simple pattern of College dress to promote a clear sense of identity and enable students to come sensibly dressed, at reasonable cost, for a range of learning activities. If a student is improperly dressed, correct uniform will be provided for that day or the student may be sent home to change his/her clothing, at the discretion of the Principal.

**If parents are in any doubt about the suitability of an item of uniform they should check with the College before buying it.**

- White collared shirt.
- School colour tie.
- Clyst Vale V-neck jumper with School colour logo.
- Trousers should be plain, black, formal and full length. This means no jeans, leggings, chinos or any trousers with rivets or studs. Trousers must be worn on the waist.
- Skirts should be plain black, and may be worn just about the knee. Any issues with exact length will be at the discretion of the College. Skirts must be A-line or straight, but not stretchy or 'skater' style.
- Knee length black tailored shorts may be worn in the summer.
- Black sturdy shoes or all black trainers.
- Clyst Vale reversible jacket or other outdoor coat.

**Main uniform can be purchased from SWI online shop or Thomas Moore.**

**PE kit is only available from SWI online shop.**

**The reversible jacket is only available from Thomas Moore.**

- Eyebrow jewellery, facial, tongue, nose and lip studs are not permitted.
- Leather jackets, all denim garments and all hoodies are not permitted.
- Hats should not be worn indoors.
- Outer coats should be predominantly plain in colour and without large logos.
- A plain white t-shirt or vest may be worn under the shirt.
- On health and safety grounds, shoes should be appropriate for a work place. Flipflops, open toes, Uggs, Dr Martens (or equivalent) are not permitted.
- Jewellery may be worn, providing it is not excessive or potentially hazardous. However, it is a legal requirement that all jewellery must be removed before undertaking sporting activities. It is the responsibility of the wearer to do this.

The Principal, in consultation with the Governors of the College, will decide on the suitability of the appearance of a student attending the College – extreme hair styles, of either cut or colour, are not permitted.

## Equipment

All students should come to College with the correct equipment for lessons - this includes black and red pens, pencils, a ruler, an eraser and a calculator. The Maths department recommends the Casio fx-83 or Casio fx-85 calculator.

## PE Kit

A new PE kit has been introduced for all new students which is available from the Sportswear International website. The following items are compulsory:

- Pro-Tec reversible rugby shirt
- Navy Polo – Vapour (boys), Haze (girls)
- Cuatro navy shorts
- Coolmax sports socks

Please note that Sportswear International is a large company, supplying many schools nationally, so ordering PE kit early avoids disappointment.

## Additional Kit

- You are strongly advised to provide your child with a gum shield for rugby and shin pads for football. Gum shields can be purchased from the PE department at Clyst Vale.
- All the above kit can be purchased through Sportswear International.
- Please note that College PE kit is to be worn even if full participation is not possible due to illness/injury. Students will be given alternative tasks within the lesson.
- Physical Education is one of 10 compulsory subjects within the National Curriculum set out by the Education Reform Act (1988). Statutory requirements state that all students should participate in regular Physical Education.
- Students with long hair will need hair bands for all PE lessons.
- All clothing and equipment must be clearly marked with the owner's name and initials.

If a student persistently or flagrantly defies these simple uniform rules, they may be removed from lessons and break times; the College also has the right in law to send a student home to change if it is safe to do so.

## Payment into College

As for cashless catering (see Page 6), all payments into College should be made via our on-line payments system. Full details can be found on our website [www.clystvale.org/parents/online-payment](http://www.clystvale.org/parents/online-payment). There are alternative arrangements for parents/carers who do not have access to our system. Students are able to deposit cash into their catering account via a cash loader located in the Giraffe House.

## Valuables

The College cannot bear responsibility for any loss or damage to valuables. This includes mobile phones, personal stereos etc. Mobile phones/MP3 players personal electrical items including smart phone which may be used at break or lunchtime but entirely at the owner's risk. These must be switched off during formal College activities including lessons and assemblies. A phone/player which disrupts such activities will be confiscated and returned at the end of the College day. Possession of a mobile phone in a public exam, even if switched off, may lead to disqualification. We strongly recommend that, where possible, all such valuable items are left at home for safe-keeping. Students are able to use the College phone at their School office for any emergency situation.



## Safeguarding Children in Clyst Vale

Our College community has a duty to safeguard and promote the welfare of the children who are our students. This means that we have a Child Protection Policy and Procedures in place. We ensure that all staff including volunteers and supply staff are aware of our procedures and comply with strict selection criteria which aim to ensure the suitability of any adult working in our College. Parents and carers are welcome to read the Policy on request, or by visiting the College website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our students are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

Our lead member of staff responsible for Child Protection & Safeguarding is Mr P Sutton.

## Home Learning & Study

The College and governors recognise that the setting of home learning is an integral part of the learning process and demonstrates the value of further study. Independent study can also provide an opportunity for parents/carers to become more involved in their children's education.

Home learning tasks vary and include written tasks, investigative work, learning and revision, projects, reading and research and are directly linked to classwork. As students progress through the College they should be spending more time on independent learning, and seeking to study independently when formal home learning is not set. The College is seeking to provide more links and suggestions on our Moodle site. It should be noted that in Years 10 and 11, coursework and revision are legitimate and essential home learning activities, although not always recorded as such by students.

Recognising that students have different abilities and home circumstances, staff will try at all times to be realistic in the setting of home learning. Where students experience difficulty, the subject teacher should be approached before the deadline for the completion of the home learning task. Teachers will not set home learning just for the sake of it. Home learning is recorded in planners and this is checked by form tutors. The work done is assessed by subject teachers and monitored by heads of subject. There is a home learning/extended study timetable in the student planners for Years 7 to 11.

Parents/Carers should contact the relevant subject leader if they have concerns regarding home learning. Parents/Carers will be informed at an early stage if home learning is not being completed satisfactorily. Students who miss a number of deadlines for home learning will make up the time in an after-school detention.

## Sanctions

Detention is one of a range of sanctions agreed by the Governing Body, and used against bad behaviour or unsatisfactory work. Some take place during the College day. However, if an offence is deemed to be serious, a detention may be set at the end of the day. The Education Act 1997 gives schools legal backing to detain students after the end of a school session, without the consent of the parents. However, Clyst Vale parents/carers will be given at least 24 hours' written or telephone notice of any after-school detention. Simple inconvenience to parents/carers or student in making alternative transport arrangements would not be sufficient reason to withdraw the detention and would be the responsibility of the parent/carer. Detentions will be reasonable and proportionate to the offence.

## Curriculum

The curriculum comprises all those subjects and activities which students pursue in their timetabled lessons and activities. A detailed curriculum statement has been approved by the Governing Body and is available on request. There follows a brief summary of our offer:

## Heads of Subject

### **English: English Language and Literature**

Head of English

Mrs V Oldfield

### **Mathematics**

Head of Mathematics

Miss M Barratt

### **Science**

Head of Science

Mrs M Serven

### **Humanities: Geography, History, Beliefs & Values and Business Studies**

Head of Humanities

Mrs T Grigg

Head of History

Mrs H Padden

Head of Beliefs & Values

Miss Z Brotherton

### **Modern Languages: French and Spanish**

Head of Modern Foreign Languages

Mrs H Coley

Head of Spanish

Mr D Jones

### **ICT**

Head of Computing & Digital Media

Mrs M Higginson

### **Physical Education**

Head of PE

Mr J Powell

### **Performing Arts: Dance, Drama and Music**

Head of Music

Miss E Williams

Head of Performing Arts

Miss A Ruscoe

### **Design & Technology**

Head of Design & Technology including Food

Mr J Purchall

### **Art**

Head of Art

Mr M Brooks

### **In addition, there are six cross-curricular areas:**

Hearing Support

Mr K Fearon

Learning Support

Mrs V Hudson (SENCo)

Work Related Learning & Enterprise Education

Co-ordinator  
Literacy Co-ordinator  
Personal & Social Development (PSD)

Ms N Bennett  
Mr N Simpson  
Mrs J Colin

Health & Social Care including Child Development

Mrs J Colin

## Curriculum Years 7 to 9

In their first three years of secondary education, all students at Clyst Vale follow a broadly based education designed to introduce them to aspects of all the subject areas in line with the demands of the National Curriculum and to prepare them for progression to Key Stage 4. Teaching groups are organised according to the demands of each subject and the stage that students have reached; they range therefore from mixed ability groups, to sets. NFER tests are carried out during the first term in Year 7 to establish ability profiles of each intake.

Summative teacher assessment is completed for all subjects in June of Year 9.

Students study French and Spanish during Years 7 and 8 and then concentrate on one language in Year 9.

Core subjects will formally start GCSE courses, or develop specific GCSE skills in Year 9. This applies to English, Mathematics, Science and Beliefs & Values. Citizenship topics are taught specifically in Course 42 and across the curriculum.

The College operates a fortnightly timetable (50 periods of one hour each).

## Curriculum Years 10 and 11

Students choose four GCSEs to complement the Core GCSE offer. The options programme for Years 10 and 11 begins in Year 9 where an information booklet is produced and parents/carers are invited into College to discuss the next step for their children. Students are interviewed by their tutor in order to guide them towards the most appropriate courses. All students will also be interviewed by a member of SLT. In the vast majority of cases, all choices are successfully catered for. (Details of the courses are published in a separate Year 9 Options Booklet.) Courses in Years 10 and 11 lead to GCSE or Nationally recognised qualifications such as BTECs, which are equivalent to GCSEs.

In Years 10 and 11, all Personal, Social, Health and work-related learning is taught through Course 42 and on Deep Learning Days. This also covers topics on British Values, Radicalisation and e-safety.

All students follow a programme of work experience in Year 10. and topic-based health education continues throughout the two years of Key Stage 4.

## Library

The school library is open throughout the day and is an integral part of the College. It encourages students to use the excellent range of resources available to support learning and helps them to develop an appreciation of reading for pleasure - which has been proven to help individuals understand and empathise with others, build confidence and improve cognitive development.

Accordingly, fortnightly lessons are timetabled for Years 7, 8 and 9, allowing students to familiarise themselves with the library and select books. There is a strong link between the library and the teaching departments and a focus on how the library can support all aspects of curriculum delivery.

The school library catalogue, *Eclipse.net* can be accessed by students at College and at home and is an excellent resource for study and reading for pleasure. Students can log into their own account, using their computer username and their date of birth (eight digit format) where they can review books they have enjoyed, reserve items and create personalised reading lists.

Students are allowed to borrow up to four books at any one time for a period of two weeks (this period can be extended). Books can be ordered through the library to support specific learning needs. Research lessons often take place, where the Librarian guides students through research techniques and available sources for topic work.

The library has a fantastic variety of books and resources and has the added benefit of being one of only two 'dual use' libraries in Devon. This means that we are part of Devon Libraries and Information Services and are open to the public for three sessions a week throughout the year (including school holidays). The students therefore benefit from access to all the Devon Libraries stock, including books, audiobooks, eBooks and the excellent selection of online resources.

## Music Tuition

All students study music in Years 7-9. It is offered at GCSE, and BTEC Level 3 Diploma in Performing Arts at Post 16.

For students with a potential passion or talent for music, we liaise with Devon Music to host peripatetic music tuition on site.

## Student Support

The Deputy Principal (Pastoral) Mr P Sutton, leads a team of specialists working to provide support for students in three areas:

### • Learning Support

The SENCo (Special Educational Needs Co-ordinator), Mrs V Hudson and her team work closely with subject teams, pastoral staff and parents/carers to provide support for students with special learning requirements.

#### This includes:

- working with individuals on their specific difficulties
- working short term with groups of children
- providing support within the classroom
- helping to provide suitable resources across the curriculum for students with special needs
- providing specific support for individuals when taking GCSEs and organising any necessary special arrangements

The department liaises with many outside agencies as necessary, including advisers for the various areas of Special Needs, Health and Social Services. We also have regular meetings with the Traveller Education Service and our Educational Psychologists.

Clyst Vale works towards the integration of all students with special needs wherever possible while, at the same time, providing the necessary support to enable them to succeed. There is a national code of practice covering provision for students with special educational needs.

### • Skills Room

The skills room team provides support for students with behavioural, emotional and social difficulties. Their objectives are to:

- Enable young people to become positive members of the community.
- Provide, where possible, a short term intervention which enables students to meet our expectations in mainstream classes and build confidence and self-esteem.
- Facilitate longer term alternative provision for individuals for whom some mainstream classes are not always appropriate.
- Monitor and improve responses to our expectations. through Purposeful, Cooperative and Considerate.
- Establish effective partnerships between parents/carers, students and staff.
- Ease disruption to mainstream classes.
- Reduce fixed term and permanent exclusions.

### • Hearing Support Centre (HSC)

The purpose built centre provides placement for secondary aged hearing impaired students of East Devon. It is equipped to support the children both educationally and audilogically, and staffed by qualified Teachers of the Deaf and Teaching Assistants. The centre links with a range of outside agencies including: Devon's support and advisory teams; primary and secondary schools with HSCs in East Devon; audiology departments and cochlear implant centres. In line with Clyst Vale's Learning Support Department, the Hearing Support Centre works towards inclusion within the full life of the College wherever possible and this is supported with a developing range of communication methods and language support.

The centre supports students throughout the College including Post 16 (sixth form). Deaf Awareness is provided for new members of staff and teachers in training. The centre also supports teachers training for their Teacher of the Deaf Post Graduate Diploma.

## Careers Education and Guidance

Careers education and guidance at Clyst Vale is designed to empower all students to develop skills and knowledge that will enable them to make decisions wisely throughout their lives and help them to achieve their full potential. All Work Related Learning is co-ordinated by a dedicated member of the teaching staff. Much of the careers curriculum is delivered through Course 42, and is supplemented by individual events such as the Year 10 Work Preparation Day and Work Experience. The aims of this part of the curriculum are:

- Enhanced self-awareness.
- Enhanced opportunity awareness.
- Enhancing decision making.
- Enhanced ability to manage transition.
- Enhanced awareness of Health and Safety.

## International Partnership

Clyst Vale is honoured to have a thriving partnership with Ndururumo High School in Kenya, and has established a student exchange programme and a number of exciting curriculum links.

## Clyst Vale Parents', Teachers' and Friends' Association

The aim of the PTFA is to get parents and carers involved with each other, the teachers and the College and, in so doing, to have more involvement with their children's education and enjoyment of school.

A secondary school doesn't need the same type of involvement from parents as a primary school but the PTFA is still very valuable to this College. Our funds raised in recent years have contributed towards tents and equipment for the Duke of Edinburgh's Award scheme, the rugby team sports kit, and specialist calculators for the Maths Department.

An offshoot of the PTFA is something we call Parents' Voice. This is where Clyst Vale staff ask the opinions of parents/carers on a particular issue. They let us know of something that needs open discussion, such as possible changes to school uniform or the use of mobile phones in College, and we give them our feedback.

Jenny Sanders, Chair

## Links with Local Employers/Work Experience

Over the years, strong links have been established with local employers, who participate in the life of the College in the following ways:

- Providing opportunities for work experience and work observation.
- Giving students practice for, and experience in, live interviews.
- Offering job and training opportunities.
- Coming to talk to students about different jobs and what they involve.
- Leading Engineering Challenge Days.
- Offering extended work experience for Year 10 and Year 11 students following an alternative curriculum.

All Year 10 students negotiate a period of work experience with (usually) local employers during the summer term. A-level students are encouraged to undertake a period of work experience related to their future degree courses or future training in the summer term of Year 12.

## Privacy Notice - Data Protection Act 1998

We, Clyst Vale Community College, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care, and
- assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. We will not give information about you to anyone outside the College without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the LA (Devon County Council) and the Department for Education. If you would like to see a copy of the information we hold and share about you, please contact the College Manager, Mrs A Hopkins.

If you require more information about how Devon County Council and the DfE use this data, please go to the following websites:

[www.devon.gov.uk/j4s-privacynotice](http://www.devon.gov.uk/j4s-privacynotice) and  
[www.education.gov.uk/researchandstatistics/datadatam/b00212337/datause](http://www.education.gov.uk/researchandstatistics/datadatam/b00212337/datause)

If you do not have access to the internet, please contact the LA or the DfE as follows:

**Information Compliance Office**  
Information Management Team  
Devon County Council  
Room L 10  
County Hall  
Exeter  
Devon EX2 4QX

Website: [www.devon.gov.uk](http://www.devon.gov.uk)  
Email: [dpoffice@devon.gov.uk](mailto:dpoffice@devon.gov.uk)  
Tel: 0345 1551019

**Public Communications Unit**  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)  
Tel: 0370 000 2288.

### **In addition, for all schools with pupils aged 13 or over:**

Once pupils are aged 13 or over, we are required to pass on certain information to Careers South West. Careers South West is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide your own name and address and those of your parents/carers, together with any further information relevant to the Careers South West service's role.

However, you (if you are over 16) or your parents/carers can ask that no information beyond name and address be passed to Careers South West. Please inform the College Manager if you wish to opt out of this arrangement. For more information about Careers South West, please contact the Local Authority as detailed above.

## **Complaints Procedure (Summary)**

From 1 September 2003 Governing Bodies of all maintained schools in England are required, under Section 29 of the Education Act 2002, to have in place a procedure to deal with complaints relating to the school and to any community facilities or services that the school provides. The College has appointed a Complaints Co-ordinator to ensure that complaints are dealt with as swiftly and efficiently as possible and that the process follows the set procedure, which will be confidential, impartial and non-adversarial.

The underlying principle is that concerns ought to be handled, if at all possible, without the need for formal procedures. The requirement to have a complaints procedure need not in any way undermine efforts to resolve the concern informally. In the event of a complaint, parents should first discuss the matter informally with the relevant member of staff at the College. If a complainant indicates that he/she would have difficulty discussing a complaint with a particular member of staff, the College will respect that view. In these cases, the Complaints Co-ordinator can refer the complainant to another staff member. If it is not resolved in this way, parents/carers should contact the Principal in writing; the complaint may be delegated for investigation. If still unresolved, parents have the right to appeal to the Chair of Governors. The LA also has a procedure by which the problem can be pursued.

Generally, experience shows that most cases can be settled amicably through discussion directly with the staff. Misunderstandings do occur but the staff are ready to help at any time. Not only do we wish to resolve complaints quickly and satisfactorily, but we welcome feedback from parents/carers at all times.

A copy of the full policy and a Complaint Form are available from the Complaints Co-ordinator at the College.

## **Accessibility Plan**

### **Statement of Principle**

CVCC is committed to reducing barriers to learning and improving access to an inclusive education for all learners with special needs or disabilities. The College has a duty in law not to discriminate against children and young people with disabilities.

Legislation imposes the following duties on the College:

- Maximising access for students with disabilities to the College curriculum, including participation in extracurricular activities and visits.
- Improving the delivery of written information to students with disabilities.
- Improving access to the physical environment of the College.

This plan is intended to increase accessibility and develop inclusive education provision for children with disabilities. The Governing Body acknowledges its statutory duty to implement the plan, and allocate adequate resources to it from the College budget and from external funding sources when available.

## Board of Governors

The Board of Governors comprises:

The College Principal, Dr K Bawn (smithl@clystvale.org)

6 parent Governors

4 staff Governors

4 Governors appointed by the Academy Trust

3 Governors co-opted by the Board of Governors

Chair of the Board of Governors:

Mr S Sanger-Anderson

Clerk to the Board of Governors:

Mrs J Collins (collinsj@clystvale.org)

Members of the Clyst Vale Academy Trust:

Dr K Bawn

Mr S Sanger-Anderson

Mrs G Stroud

Mr L Stephan

Mr G Evans

Company Secretary:

Mrs J Collins (collinsj@clystvale.org)

## Contact Details

### Senior Leadership Team

#### Principal

Dr Kevin Bawn

#### Vice Principal

Mr Adrian Green

#### Deputy Principal (Post 16)

Mrs Christine Dormand

#### Deputy Principal

Dr Dave Walters

#### Deputy Principal

Mr Paul Colin

#### Deputy Principal (Pastoral)

Mr Paul Sutton

#### College Manager

Mrs Ann Hopkins

#### Postal Address

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#### Telephone

01392 461407

#### Fax

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#### Email

[admin@clystvale.org](mailto:admin@clystvale.org)

### Library

Open to the public:

Monday

3.30 – 5.30 pm

Wednesday

3.30 – 5.30 pm

Thursday

4.00 – 6.00 pm

Telephone

01392 464010

Email

[clystvale.library@devon.gov.uk](mailto:clystvale.library@devon.gov.uk)