

# Clyst Vale

COMMUNITY COLLEGE



## Essential Guide

**Everything you need to know about life at Clyst  
Vale Community College**

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RESPECT. PARTICIPATE. LEARN

# Welcome from the Principal



Dear parents/ carers,

Welcome to Clyst Vale Community College and thank you for entrusting us with your child's education. We look forward to collaborating with you to support your child as they progress through their secondary school education.

Starting secondary school is an exciting milestone in every student's life, and we are committed to ensuring that your child's journey with us is enriching, fulfilling and transformative. We take immense pride in our status as a UNICEF Gold Rights Respecting school. This award recognises our commitment to embedding children's rights throughout our policies, practices and ethos. We pride ourselves on providing a nurturing and stimulating environment where students can grow academically, socially and emotionally.

The dedicated staff at Clyst Vale work exceptionally hard to provide all children with a high-quality educational experience. We celebrate diversity and are committed to meeting the individual needs of each student, enabling all students to reach their full potential.

As parents/ carers, your involvement in your child's education is invaluable. We encourage open communication and collaboration between home and college to ensure the best possible outcomes from your child. Throughout the school year, you will receive regular updates on your child's progress as well as opportunities to engage with their teachers.

To help you and your child prepare for September, we have created this 'Essential Guide'. We understand that while this is an exciting time, the transition from primary to secondary school can be daunting. Our aim in providing this information is to facilitate a smooth and successful transition for your child.

Once again, welcome to Clyst Vale Community College. We are pleased you have chosen to join our College community. I look forward to meeting you in person at the new intake parents evening on 10th July 2025.

*Ms S Jacobs*

*Principal*

A handwritten signature in black ink, appearing to read 'S Jacobs'.

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# Rights Respecting School

Clyst Vale is a Rights Respecting School (RRS), and all students are expected to understand and act on this. The most important RRS document within Clyst Vale is the College's Charter, created by our students. This is our commitment to RRS, a statement of our values, our expectations, a checklist of how we wish ALL members of Clyst Vale's community to act, the basis of our behaviour policy, and in many ways a contract to which we all sign up. The Charter is based on the three key areas of Respect, Participation, and Learning.

## Respect

- Respect each other's rights
- Respect each other's differences
- Respect our environment
- Listen to each other

## Participation

- Work towards our full potential
- Take advantage of opportunities that are available
- Support and be proud of our college community

## Learning

- Value our learning community
- Allow others to learn
- Learn from each other
- Be resilient learners

Rights Respecting Schools is an initiative launched and accredited through UNICEF to promote understanding of children's rights, established through the United Nations Convention on the Rights of the Child (1990).

In July 2022, we were thrilled to achieve our Gold (Rights Aware) status, for the UNICEF Rights Respecting Schools award. There are many areas of CVCC life where we concentrate on embedding the Convention on the Rights of the Child; this is both implicitly in the general everyday approach of staff and students, as well as explicitly in our policies and practice.

Key Articles you should know:

- Article 2: Non-discrimination
- Article 3: Best interest of the child
- Article 6: Life, survival, and development
- Article 12: Right to be heard
- Article 13: Sharing thoughts freely
- Article 17: Right to information
- Article 24: Right to health, water, food, and environment
- Article 28: Right to an education
- Article 29: Aims of education
- Article 31: Right to rest, leisure and play

# Transport to CVCC

## 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 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 always carry their bus passes.
- 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.

All queries about eligibility for school transport provided by County should be made by telephoning School Transport on 0345 1551019.

Application forms and full details about school transport can be found at:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>  
[Secondary School Transport Application Form](#)

\* Please note students at schools in our catchment, but who have a closer alternative secondary school (ie Cranbrook) will be required to pay for transport if they chose to attend CVCC.

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 30 minutes, parents should telephone School Transport on 0345 1551019. 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.

### Bicycles

We encourage students to cycle to school. Students who wish to cycle must have written consent from parents/carers, and permission from their school office, to cycle to college and leave their bikes in either the purpose built bike shed or the designated bike racks in the front of the college. Bikes are left at the owner's risk. Bikes must be locked, and students must wear helmets when cycling.

# Daily Life at CVCC

## Times of the College Day

08.50 – 09.05	Assembly/Registration
09.05 – 10.05	Lesson 1
10.05 – 11.05	Lesson 2
11.05 – 11.25	Break
11.25 – 12.25	Lesson 3
12.25 – 13.25	Lesson 4
13.25 – 14.10	Lunch
14.10 – 14.20	Registration
14.20 – 15.20	Lesson 5

## Eating in College

Catering at Clyst Vale is aimed at encouraging healthy eating through sensible choices. Our catering contract is with Cleverchefs. 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 13.25 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. To apply for Free School Meals please go to the Devon Citizens Portal [https://oneonline.devon.gov.uk/CCSCitizenPortal\\_LIVE/](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/) 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 or the Giraffe House, where drinking water is available. Filtered drinking water is also available at points around the College. Students are encouraged to bring a water bottle to reduce single use plastic; cups are no longer provided.

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 <https://login.schoolgateway.com/0/auth/login>

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.

# Daily Life at CVCC

## Uniform (Years 7-11)

Clyst Vale strives to maintain a straightforward dress code to foster a strong sense of identity and ensure students are appropriately dressed for various learning activities at a reasonable cost. Our school is committed to ensuring that the required uniform is affordable, in accordance with statutory guidance from the Department for Education (DfE) on the cost of school uniforms.

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

### Uniform for all students in Years 7 to 11:

- White collared shirt
- College Tie
- Clyst Vale V-neck jumper with College logo.
- Plain black tailored trousers, knee length black tailored shorts or a blue tartan College skirt (worn at an appropriate length, i.e a point between the top of the knee and middle of thigh).
- Black sturdy shoes or all black trainers.
- White socks or black tights with skirts.
- Eyebrow jewellery, facial, tongue, nose and lip studs are not permitted. All jewellery must be removed for PE lessons.
- Ear piercings are allowed but should be small studs.
- 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, vest or base layer may be worn under the shirt.
- On health and safety grounds, shoes should be appropriate for a work place. Flipflops, open toes, Uggs, Dr Marten boots (or equivalent) are not permitted.
- All jewellery must be removed before PE lessons for the safety of other students and the individual concerned. Students with false or long nails will also pose a risk to other students and therefore nails should be kept to shorter lengths.



# Daily Life at CVCC

## PE Uniform

Vapour Polo Shirt with embroidered school logo. Colour: Navy and sky

Unisex Cuatro Sports Shorts with embroidered logo. Colour: Navy and white

Unisex S-Tec Coolmax Football Sock. Colour: Navy, sky and white

Unisex Pro Tec Reversible Rugby Shirt. Colour: Navy and sky

Girls' Panelled Sports Skort Colour: Navy and sky

Girls' Navy PE leggings with embroidered school logo. Colour: Navy

Aptus Training Pants Colour: Navy/silver

## Purchasing Uniform

- To reduce cost, non-branded items can be purchased from a wide range of retailers.
- Branded uniform and PE kit can be purchased from Thomas Moore, Exeter or online at [www.thomasmooretoymaster.co.uk](http://www.thomasmooretoymaster.co.uk)
- Parents and carers can access good quality second-hand uniforms from our two local charity shops: Clyst Caring Friends in Broadclyst Village and Barnardo's Cranbrook who keep regular items in stock.

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, or either cut or colour, are not permitted.

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.

## Additional kit information

- 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.
- 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.
- Leggings can be worn on their own or under Cuatro shorts. Not advised to be worn on their own for rugby.
- An apron is required for food & nutrition lessons.

## Equipment

All students should come to College with the correct equipment for lessons - this includes black, green, and red pens, pencils, a ruler, an eraser, and a calculator.

The Maths department recommends the Casio fx-83 gtx.

## **Smartphone Policy**

Mobile phones, smartphones, and other internet-enabled communication devices are not permitted on the College premises between a student's arrival at College and their departure; this includes break and lunchtimes. Such devices must be switched off and placed in the student's bag. If a student is seen with a smartphone, it will be confiscated; a third and subsequent confiscation will lead to complete bans of increasing length. We live in a largely rural area with variable transport links, so students are permitted smartphones on their way to and from College for safety reasons. The rationale for our policy is well rehearsed: banning phones leads to better learning, better socialisation, reduces daily screen time, helps combat phone-dependency or addiction, and removes the risks of inappropriate use. Further, the rules on mobile phones in public exam conditions are extremely strict, often leading to disqualification.

# **Safeguarding at CVCC**

## **Safeguarding Children**

At CVCC we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected, valued and listened to. Our procedures help us ensure that all children receive effective support, protection and justice. 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.

### **Clyst Vale is an Operation Encompass School.**

Operation Encompass is a police and education early information safeguarding partnership enabling schools to offer immediate support to children experiencing domestic abuse.

Full details of our Safeguarding team can be found on the School Website

**Our Designated Safeguarding Lead is Mr P Sutton Deputy Principal.**

**Our Deputy Designated Safeguarding Lead is Mrs Lisa Jones (DDSL & Early Help Lead)**

# Curriculum

The curriculum comprises all those subjects and activities which students pursue in their timetabled lessons and activities. Detailed curriculum information is available on our website. A brief summary of what we offer is as follows:

## Heads of subject

### English: English Language and Literature

Head of English

Miss C Haynes

### Mathematics

Head of Mathematics

Miss M Barratt

### Science

Head of Science

Mrs M Serven

### Humanities: Geography, History, Beliefs & Values

Head of Geography

Mrs Klampfer-Hall

Head of History

Ms M Nash

Head of Beliefs & Values

Miss Z Brotherton

### Modern Languages: French and Spanish

Head of Modern Foreign Languages

Mrs C McConachie

### ICT

Head of Computing & Digital Media

Mr A Workman

### Physical Education

Head of PE

Mr J Powell

### Performing Arts: Dance, Drama and Music

Head of Performing Arts

Miss A Ruscoe (Drama)

Mr J Kidd (Music)

### Design & Technology

Head of Design & Technology including Food

Mr B Arthur

### Art

Head of Art

Mr M Brooks

### SEND Department:

Learning Support

Mrs Telford

(Deputy Principal SENDCo)

### Work Related Learning & Enterprise Education

Co-ordinator

Ms N Bennett

Personal, Social & Health Education (PSHE)

Ms N Bennett

# Curriculum

## Curriculum Structure

At all Key Stages, lessons are taught as five, 60 minute lessons per day. The timetable is organised on a fortnightly rotation. To ensure the curriculum remains as broad as possible for as long as possible Clyst Vale Community College follows a three-year Key Stage 3 curriculum and a two-year Key Stage 4.

## Curriculum Years 7 to 9

During Key Stage 3 (years 7, 8 and 9) students study a wide variety of subjects that will provide them with a secure foundation in each subject and equip them with the key knowledge and skills to be successful in their GCSE qualifications and to meet the overriding intent of the whole school curriculum.

The content and skills that each subject delivers across Key Stage 3 has been carefully chosen and sequenced to ensure that it provides students with a rich learning experience, the opportunities to master key areas of subject content and increasing intellectual challenge and rigour as they progress from one year to the next.

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. Cognitive Ability Tests (CATS) and NGRT reading ability 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 throughout Year 7 – Year 9.

Students study both French and Spanish in Year 7 and then select one language to study in Year 8 and Year 9. Students will study a range of humanities subjects, creative subjects, core subjects and physical education for the entirety of Key Stage 3. Citizenship topics are taught specifically in Course 42 and across the curriculum. Personal, Social and Health Education and Work-Related Learning are also taught in Course 42.

Subject	Year 7	Year 8	Year 9
English	6	6	7
Maths	6	6	6
Science	6	6	7
Languages	5	6	4
History	2	3	3
Geography	2	3	3
Beliefs and Values	2	2	2
PE	4	4	4
Art	2	2	2
Drama	2	2	2
Music	2	2	2
Design & Technology	2	2	2
Food Technology	2	2	2
Course 42	2	2	2
Read to Learn	3		
ICT	2	2	2

# Curriculum

## Curriculum Years 10 and 11

Key Stage 4 is comprised of two years (years 10-11), with the exception of Core subjects which start teaching the GCSE Specification in the Summer Term of Year 9.

In the Spring Term of Year 9, students choose their GCSE/L2 subjects. The Options process ensures that all students receive advice and guidance on how best to choose GCSE/L2 subjects.

The KS4 curriculum consists of compulsory Core subjects, a guided Humanities option choice of either History or Geography and a guided Language choice of either French or Spanish and then two other 'free' option choices. A strong academic core is at the heart of the curriculum and this provides all students with opportunity to study a range of subjects, many of which contribute to the EBACC. Students will study 9 subjects at GCSE equivalent level. The sequencing of lessons at Key Stage 4 is driven by the demands of the exam board and syllabus and is carefully connected to the key skills and content that has been delivered to students at Key Stage 3.

We offer two -GCSE courses for those students who require an adapted curriculum at Key Stage 4. There a Gateway which focuses on developing students' confidence, self-esteem, and resilience and the AQA Unit Award course which is a flexible course in which students can complete units of learning from a wide range of options, building a portfolio of certificates to evidence the personal knowledge, skills and experience. In addition, within both courses students develop core skills in teamwork, communication, problem solving, research and self-management.

Statutory RE and PSHE is covered within 'Cultural Personal Studies'. Students also receive input on Careers and undertake work experience during the Summer Term of Year 10. For students who do not take Computer Science in Key Stage 4, there are opportunities to engage with information technology embedded across subject areas.

## Home learning and study

Work set to be completed outside timetabled lessons is an essential part of the curriculum and is an important part in raising student achievement. When appropriate homework is set, it enhances student learning, allowing students to consolidate and extend the knowledge, understanding and skills gained in lessons, improves achievement, and develops students study skills. Effective homework requires careful planning and integration into each subject's programme of study, it is an integral part of learning rather than an add-on. Therefore, each subject area will have a slightly different approach to home learning, underpinned by the most effective practice for that discipline.

In addition to completing set tasks all students are actively encouraged to develop a study habit to support and deepen their learning, thus providing opportunities to study topics in greater depth and breadth as well as providing students with the experience of working to deadlines. Our aim is to foster a culture where students are proactive in thinking, questioning, and developing independence in their learning. These skills will be essential for success at KS4 and beyond.

# Curriculum

Home Learning tasks will have a clear objective and the frequency by which staff set regular homework is determined by the number of lessons taught per week.

- A weekly homework will be set by a subject if students have more than 3 lessons per fortnight.
- A fortnightly homework will be set by a subject if students have 3 or less lessons with group per fortnight.
- For Key Stage 4, students should expect homework every week in all subjects except CPS and Core PE.

Subjects may provide students with extended homework tasks which cover several weeks, however the teacher will monitor progress throughout this extended time period.

The optimal time per-night for pupils to spend on homework varies by age.

Suggested amounts per day		Approximate time per subject – dependant on the nature of the subject
Year 7	40 mins	20 mins
Year 8	40 mins	20 mins
Year 9	60 mins	20 – 30 mins
Year 10	90 mins	35 – 45 mins
Year 11	90 mins	35 – 45 mins
Year 12	4 hours per subject per week including independent learning	
Year 13	4 hours per subject per week including independent learning	

While every effort is made to ensure a balance between consolidating learning at home and ensuring students have time for family, sporting and other extra curricular activities, each student will work at a different pace. 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.

It is essential that homework tasks are completed by all students and on time. We provide appropriate support for all learners to complete their homework tasks whilst also ensuring students develop the key skills of independent learning. A supervised homework club which enables students to have access to ICT runs is offered from Monday – Thursday from 15.30—16.45.

Subject teams use a variety of methods to set home learning tasks; many set this on Microsoft Teams or use other online platforms; others set worksheet activities or research tasks. To see an overview of homework set and submission dates, students can view their current and past homework on Bromcom, and parents can also view this on the MCAS app.

Students who fail to complete homework will be given an appropriate sanction which will escalate and ultimately result in an after college detention for those students who repeatedly fail to complete work.

# Curriculum

## 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 in Key Stage 3 and CPS in Key Stage 4 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.

## 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 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.

## Music tuition

All students study music in Years 7-9 and GCSE is offered as an option at KS4. For students with a potential passion or talent for music, we liaise with Devon Music to host peripatetic music tuition on site.

# Attendance and Absence

## Leaving College during the day

It is mandatory for students to stay at college from the time they arrive before 8.50 a.m. until they leave after 3:20 p.m. Should a child need to leave during college hours, special arrangements must be made. It is recommended that parents/carers provide two weeks' notice in advance by emailing [studentabsence@clystvale.org](mailto:studentabsence@clystvale.org) and their child's Head of Year. Before leaving the site with their parents or carers, students must report to the receptionist. For safeguarding reasons, parents/carers should pick up their child from reception and sign them out using the electronic system.

## Leaving College at lunchtime

If a student lives in Broadclyst they may wish to go home at lunchtimes. If a parent/ carer wishes his/her child to go home for lunch, a pro forma is issued by Students Services office, completed by the parent/carers and returned to Student Services. A pass will then be provided for the parent's/carers signature. Passes are renewed annually. Parents/carers must take full responsibility for their child(ren) once they leave the College premises. A pass will not be issued to any other student outside of the Broadclyst area.

## Absence from College

Parents/carers are expected to inform the attendance officer of their pupil's absence before 9:00 a.m. **on each day** that their child is absent, either by emailing [studentabsence@clystvale.org](mailto:studentabsence@clystvale.org) or using the My Child At School (MCAS) web-app (this function will be added to the Android / IOS versions by June 2025). You must provide the reason for the absence.

Wherever possible, medical and dental appointments should be scheduled outside of school hours. If this is not possible, a note and an appointment card should be submitted to us prior to the appointment. Pupils must attend school before and after the appointment whenever possible. If the appointment requires the pupil to leave during the day, they must be signed out by an adult listed on the pupil's record. If a pupil arrives late following an appointment, they should report to reception and sign in via the electronic screen.

If no contact is made regarding a pupil's absence, we will attempt to contact parents and/or other listed emergency contacts. When necessary, we may conduct reasonable enquiries with friends or neighbours and carry out safe and well home visits. If we are still unable to make contact, we may request a welfare check from the police.

## 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 Lead Attendance Officer by completing an S2 Absence Request Form, this should be emailed to [studentabsence@clystvale.org](mailto:studentabsence@clystvale.org) 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.



# Behaviour & Student Welfare

## Heads of Year

Clyst Vale offers a Head of Year pastoral structure to best support students making progress. Student's will be supported by the same Head of Year for all 5 years that they are at the College, as well as their tutor and support staff. Heads of year are responsible for monitoring academic performance and lead interventions where necessary. For most enquiries relating to pastoral support, students and parents can contact tutors; when an issue needs to be escalated, the head of year will support as appropriate.

## The House System

In addition to having a Head of Year, all students at Clyst Vale belong to one of our three Houses, Ashclyst (Red), Danes (Green) and Hembury (Yellow) which are named after woodlands in the local area. The coloured stripe in the College tie reflects which House students belong to. Throughout the year, students come together in their Houses to attend calendared assemblies and to participate in a range of House events which foster a sense of community and healthy competition. The House system encourages teamwork, leadership and personal growth amongst our students and contributes to a sense of belonging.

## Student Support

Student support is overseen by Mr P Sutton, Deputy Principal and Mrs Louise Telford, Deputy Principal, SENDCO (Special Educational Needs Coordinator).

### SEND Department

The department works closely with subject teams, pastoral staff, and parents/carers to provide support for students with specific requirements including:

- learning difficulties and access to the curriculum
- emotional and social difficulties
- difficulties with communication and interaction

This support includes:

- Timetabled 1:1 or small group targeted interventions
- Teaching assistants scaffolding learning within the classroom
- Advising teachers on suitable resources across the curriculum for students with special needs
- Access to the SEND Department at break and lunch for students who need a quieter environment
- Organising exam access arrangements

The department works closely with a range of external professionals including advisory teachers, the Devon inclusion and well-being services, health care professionals, social services, and educational psychologists.

# Behaviour & Student Welfare

## Early Help

At Clyst Vale we have an Early Help coordinator who work alongside students and their families to access extra support both in and out of school where it is needed.

Early Help is not a designated service, it is the way that **everyone** works together to support the needs of families. When a child, young person or family needs something extra, Early Help is the initial response offered by all services in contact with them. Building an understanding of any difficulties and providing access to support to prevent situations from getting more difficult. The aim of Early Help is to build on people's capacity and resources to manage their own dilemmas, resolve their own difficulties and prevent further problems in the future.

Our Early Help Coordinator is Mrs Lisa Jones

**JonesL1@clystvale.org**

**01392 463 929**

## Rewards and sanctions

The College Behaviour Policy clearly sets out the expectations on staff and students with regard to rewards and sanctions. This is available on the College website. At CVCC we have high expectations of our students and staff in terms of behaviour. As a Rights Respecting School we endeavour to set clear boundaries for behaviour and offer consistent reward for excellence.

# Parents

## Communication with parents/carers

We place great importance on partnership with parents and carers and provide updates on key information through our regular newsletter. 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 and carers with necessary updates and upcoming events for their calendar. This enables us to keep parents and carers up-to-date and send messages out quickly and effectively.

Most communication between college and home will be via a system called Bromcom (The parent app is named MCAS—My Child At School and is available in both Android and Apple App stores), it's important that all parents and carers install the App for us to communicate most effectively with them. Details will be provided in September including login details and how to access the system. MCAS will allow us to communicate with parents and carers through email and App based messaging and will provide live up-to-date information including Achievement, Attendance and Behaviour.

Students will all have access to Microsoft Teams and Office365 accounts which are used to hold various learning materials and allow for internal communication. Our College license permits students to install copies of Office at home. If you'd like to access the facility contact [baileya@clystvale.org](mailto:baileya@clystvale.org) for more information.

Termly Progress Reports (TPRs) will be issued three times a year in order to report on students' progress, achievements and needs. The idea of the TPRs is to promote discussion between parents or carers and their children in order to celebrate progress and to address how best to ensure success in the future. This may well be a case of working harder at home or at College, ensuring that behaviour and attendance meet College expectations, or simply continuing to work in the same manner. Tutors and subject teachers will also be monitoring progress and discussing strategies to ensure the best outcomes for all children. An effective and open partnership between College and home, with shared messages, will enable your child to best fulfil their potential.

During the year, parents or carers will be invited to their child's Parents' Evening. We use an online system for Parent's Evening in order to provide parents with the maximum flexibility and remove any potential barriers to attendance.

Whilst we encourage two-way communication throughout the year, this is an excellent opportunity for parents or carers to meet with a variety of teachers to discuss their child's progress and any issues or concerns they may have. The online booking system for appointments can be accessed via the MCAS (My Child At School) web-app or the Android / IOS versions.

If you ever experience any difficulties accessing MCAS or other College systems, then please contact Student Services, [studentservices@clystvale.org](mailto:studentservices@clystvale.org)

# Parents

## Payment into College

For cashless catering (see Page 4), all payments into College should be made via the My Child at School App (MCAS). This includes dinner money and payments for trips and other activities or items.

You can set up your app with an invitation which will be sent to you or you can register yourself by visiting <https://www.mychildatschool.com/> Alternatively if you would like a new invitation please contact [studentservices@clystvale.org](mailto:studentservices@clystvale.org)

Our school ID number is 16191.

There are alternative arrangements for parents/carers who do not have access to our system.

If you have any issues regarding making payments on-line, please contact [financepsf@clystvale.org](mailto:financepsf@clystvale.org)

# Key Information

## Dates for the coming year

### Autumn term 2025

Thursday 4th September	First day of term
Monday 27th October - Friday 31st October	Half term holiday
Friday 19th December	Last day of term

### Spring term 2026

Tuesday 6th January	First day of term
Monday 16th—Friday 20th February	Half term holiday
Thursday 2nd April	Last day of term

### Summer term 2026

Tuesday 21st April	First day of term
Monday 4th May	Bank holiday
May-June	GCSE A level exam period
Monday 25th May—Friday 29th June	Half term holiday
Friday 17th July	Last day of term

## 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.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) and [www.devon.gov.uk](http://www.devon.gov.uk)

## Key Information

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

### **Corporate Information Governance Team**

Strategic Intelligence, Devon County Council, Room L10, County Hall, Exeter, Devon EX2 4QX. Telephone 01392 384682.

### **Public Communications Unit**

Department for Education, Great Smith Street, London SW1P 3BT. Tel: 03700 002288.

### **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 the students name and address and those of his/her parents/carers, together with any further information relevant to the Careers South West service's role.

However, (if the student is over 16) his/her 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 a procedure to ensure that complaints are dealt with as swiftly and efficiently as possible and that all complaints are dealt with in a confidential, impartial and non-adversarial manner.

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 and can also be found on our website <https://www.clystvale.org/policies/>

# Key Information

## 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 Trustees comprises:

The College Principal – Ms S Jacobs, 6 Parent Trustees, 4 Trustees appointed by the Academy Trust and 1 Trustee co-opted by the Board of Trustees.

### Chair of the Board of Trustees:

Mr Simon Sanger-Anderson

### Clerk to Trustees/Governance Professional:

Catherine Prunty Tel: 01392 463913

### Members of the Clyst Vale Academy Trust:

Mr S Sanger-Anderson, Mr G Evans, Mrs S Diffey, Mr P Skelton

### Company Secretary:

Ann Hopkins Tel: 01392 461407

# Library

The college is proud to host one of the remaining few dual use libraries in Devon. 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.

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.

## **Library public opening times:**

Monday	15.30 – 17.30
Wednesday	15.30.– 17.30
Thursday	16.00 – 18.00
Telephone	01392 464010



## Contact information

**Reception 01392 461407**

### Senior Leadership Team:

#### Principal

Ms Sara Jacobs

#### Deputy Principal (Curriculum, Teaching & Learning)

Miss Lisa Martin

#### Deputy Principal (Pastoral and Safeguarding)

Mr Paul Sutton

#### Deputy Principal (SENDCo)

Miss Louise Telford

#### College Manager

Mrs Ann Hopkins

### Postal Address

Clyst Vale Community College

Station Road, Broadclyst, Exeter, EX5 3AJ

Telephone: 01392 461407

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