



ESSENTIAL GUIDE

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

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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 and 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 2019, we were thrilled to achieve our Silver (Rights Aware) status, for the Unicef Rights Respecting Schools award. We are now undertaking our journey towards Gold (Rights Respecting) school. There are many areas of CVCC life where we can 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. We anticipate that it will take us a couple of years to travel from being 'Rights Aware' to the Gold standard of 'Rights Respecting', but we are committed to achieving this goal.

Although we have continued our journey towards being a Gold RRS, the pandemic has affected this. We have postponed accreditation for Gold until July 2022 but we are very confident that we will have succeeded in embedding our RRS ethos firmly in all areas of the school.

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 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 0345 1551019.

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.

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.

Daily routine at CVCC

Times of College day

| | |
|---------------|-----------------------|
| 8.50 – 9.05 | Assembly/Registration |
| 9.05 – 10.05 | Lesson 1 |
| 10.05 – 11.05 | Lesson 2 |
| 11.05 – 11.25 | Break |
| 11.25 – 12.25 | Lesson 3 |
| 12.25 – 1.25 | Lesson 4 |
| 1.25 – 2.10 | Lunch |
| 2.10 – 2.20 | Registration |
| 2.20 – 3.20 | 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 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 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 www.clystvale.org/scp.

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.

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 College logo.
- Trousers should be plain, black, formal and full length. Trousers must be worn on the waist. All trousers must have Clyst Vale logo rivet on waistband. Uniform purchased from Thomas Moore will have the rivets added at time of purchase, the college has a supply of rivets which can be added in college if necessary. If you are not purchasing trousers from Thomas Moore approved range please check with the college that your purchase meets our uniform standard.
- Skirts – Blue Tartan
Trutex Senior stitched down/Taylor Tartan (blue) skirt and may be worn no more than 2" above the knee.
- Knee length black tailored shorts may be worn in the summer.
- Black sturdy shoes or all black trainers (no white sole showing).
- Clyst Vale reversible jacket or other outdoor coat.
- White socks or black tights with skirts.

All uniform can be purchased from Thomas Moore, Exeter. Thomas Moore offers both a personal service in their shop and also the opportunity to order on line at www.thomasmooretomaster.co.uk

- 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. Flip flops, 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, 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.

PE kit

A new PE kit has been introduced for all new students which is available from Thomas Moore. The following items are compulsory:

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

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.
- 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 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. Our policy is likely to become the national policy, and the reasons are 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 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.

Clyst Vale is an Operation Encompass School.

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

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 Mrs V Oldfield

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 E Williams

Acting Head of Performing Drama

Miss R Keane

Design & Technology

Head of Design & Technology including Food

Mr B Arthur

Art

Head of Art

Mr M Brooks

Additional Support:

Learning Support

Miss Telford (Assistant Principal SENDCo)

Work Related Learning & Enterprise Education

Co-ordinator

Ms N Bennett

Personal, Social & Health Education (PSHE)

Ms N Bennett

Curriculum Structure

At all Key Stages, lessons are taught as five, 60 minute lessons per day. The timetable is organised on a fortnightly rotation. Whilst all lessons at Key Stages 3-4 are taught during periods 1-5, at Key Stage 5 in order to allow the greatest flexibility for students and to maintain a broad and balanced curriculum, subjects may be timetabled either at lunchtime or after school. 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. Some subjects may introduce GCSE knowledge and skills during Year 9 to prepare students explicitly for the increased demands of GCSE.

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. 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 throughout Year 7 – Year 9. Students study both French and Spanish in Year 7 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 and Science. 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.

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 option choice of either History or Geography and three 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.

A Gateway course is offered as an alternative programme of study for students who experience difficulties with a full programme of academic courses. This course focuses on developing students' confidence, self-esteem and resilience. In addition, students develop core skills in teamwork, communication, problem solving, research and self-management. Studying for a vocational qualification at Exeter College is also offered to a small minority of students when appropriate.

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.

Post 16

Our Post 16 provision at Clyst Vale provides students with a real sense of community and belonging. We are a small sixth form, and as a result can offer real support and guidance to all of our students. Both students from our lower school, as well as external students, join the sixth form

and are attracted by the individual approach on which we pride ourselves. New students are made very welcome and settle in quickly – all expressing how friendly the environment is. This is enhanced by the fact that Post 16 students have their own dedicated block within the College with study areas, café and a purpose built IT suite.

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.

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, KS5 and beyond.

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.
- Key Stage 5 students should expect homework every lesson in all subjects with the exception of PSHE and the enrichment activities.

Subjects may provide students with extended homework tasks which cover several weeks eg students may be set a project/research to complete which will take two or more weeks to complete, 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 | |

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 3.30 – 4.45.

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.

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. 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.

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.

Attendance and Absence

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 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 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's/carer's 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

We ask parents/carers to phone 01392 463911 or email the attendance officer, studentabsence@clystvale.org 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.

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/ATHos 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.

Behaviour & Student Welfare

Three Schools, One College

Clyst Vale is one College, structured around three '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. The Clyst Vale 'School' is much more than the modern 'house'!

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). Our three Schools are Green School, Red School and Yellow School.

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 L Telford 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.

Skills Room 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.
- Establish effective partnerships between parents/carers, students and staff.
- Ease disruption to mainstream classes.
- Reduce fixed term and permanent exclusions.

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. Our weekly newsletter is published on our website and is also emailed directly to parents and 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 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.

From September 2021 most communication between College and home will be via a system called EduLink, it's important that all parents and carers install the EduLink App in order for us to communicate most effectively with them. Details will be provided in September including login details and how to access the system. EduLink 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 and Behaviour.

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 to use their planner to organise their time effectively. It will also provide a useful link between teachers and parents or carers to see what, and how well students are doing. Students will be asked to show parents or carers their planners on a weekly basis in order for them to be checked and signed. Tutors will then check and sign the planners, responding to any queries parents or carers may have.

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. Over the last twelve months we've moved to 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 parent link on the Clyst Vale website or by visiting the following address

<https://cvcc.parentseveningsystem.co.uk>

If you ever experience any difficulties accessing EduLink booking system then please contact the relevant ATHoS for your child's school.

Payment into College

For cashless catering (see Page 4), all payments into College should be made via our on-line payments system. Full details can be found on our website www.clystvale.org/scp 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. If you have any issues regarding making payments on-line please talk to your ATHoS in the first instance.

Key Information

Dates for the coming year

Autumn term 2022

| | |
|---|-------------------|
| Monday 5 th September | First day of term |
| Monday 24 th October – Friday 28 th October | Half term holiday |
| Friday 16 th December | Last day of term |

Spring term 2023

| | |
|--|-------------------|
| Wednesday 4 th January | First day of term |
| Monday 13 th – Friday 17 th February | Half term holiday |
| Friday 31 st March | Last day of term |

Summer term 2023

| | |
|---|--------------------------|
| Tuesday 18 th April | First day of term |
| Monday 1 st May | Bank holiday |
| May - June | GCSE/A level exam period |
| Monday 29 th May - Friday 2 nd June | Half term holiday |
| Friday 21 st 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 and www.devon.gov.uk

If you do not have access to the internet, please contact the LA 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 appointed a Complaints Coordinator 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 and can also be found on our website www.clystvale.org/cvcc/college-information/policies-and-plans

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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, 5 parent Governors, 2 staff Governors, 3 Governors appointed by the Academy Trust and 5 Governors co-opted by the Board of Governors.

Chair of the Board of Governors:

Mr Simon Sanger-Anderson

Clerk to the Board of Governors:

Catherine Prunty Tel: 01392 463913

Members of the Clyst Vale Academy Trust:

Dr K Bawn, Mr S Sanger-Anderson, Mrs G Stroud, Mr L Stephan and Mr G Evans.

Company Secretary:

Ann Hopkins Tel: 01392 461407

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.

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 | 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

Contact information

Reception: 01392 461407

Senior Leadership Team

Principal

Dr Kevin Bawn

Deputy Principal (Curriculum, Teaching & Learning)

Mrs Sara Jacobs

Deputy Principal (Pastoral & Safeguarding)

Mr Paul Sutton

Assistant Principal (Data Lead)

Mr Allen Bailey

Assistant Principal (SENDCo)

Mrs 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