

# **EGGBUCKLAND**

## **College Information**

### **Booklet 2019-20**

Information for you and your  
Parents or Carers

NAME: \_\_\_\_\_

TUTOR GROUP: \_\_\_\_\_

Eggbuckland Community College  
Westcott Close, Plymouth PL6 5YB

Telephone: 01752 779061

Fax: 01752 766650

Email: [mailbox@eggbuckland.com](mailto:mailbox@eggbuckland.com)

Website: <http://www.eggbuckland.com>

<https://www.facebook.com/eggbucklandcc/>

To report student absence: [studentabsence@eggbuckland.com](mailto:studentabsence@eggbuckland.com)

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## **Term Dates 2019 – 2020**

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### **Autumn Term 2019**

Tuesday 3 September College closed for Staff Training

Wednesday 4 September Term begins Years 7 only (8.40am)

Thursday 5 September Term begins Years 8, 9, 10, 11 , 12 and 13 (8.40am)

Friday 18<sup>th</sup> October College closed for Staff Training

Monday 21 – Friday 25 October HALF TERM

Monday 28<sup>th</sup> October College closed for staff training

Friday 20 December Term ends (1.25pm)

### **Spring Term 2020**

Monday 6 January Term begins (8.40am)

Monday 17 – Friday 21 February HALF TERM

Friday 27 March Term ends (3.05pm)

### **Summer Term 2020**

Tuesday 14 April Term begins (8.40am)

Monday 4 May Bank Holiday

Monday 25 – Friday 29 May HALF TERM

Friday 17 July Term ends (1.25pm)

# Welcome

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A warm welcome from all the students at Egguckland. The staff at Egguckland take student voice very seriously and the student body is involved in many of the decisions made in our College's drive to offer our community a truly outstanding education.

We feel our College provides the perfect foundation to excel in your future and to fulfil your potential. Every day we are challenged and motivated to achieve and to become greater people for it. There is no 'glass ceiling' here; we are inspired to dream big, then to accomplish these visions with all the help we need behind us. Egguckland is truly a community college, and it is a really positive place to be.

**The Student Council** is an organisation within College made up of elected students from all Years and Houses. The aim of the Student Council is to improve College life for all the students at Egguckland and to communicate the opinions and needs of students to teachers, students and support staff. We hope to represent the students well this year and if you have any queries, suggestions or ideas then please speak to the student representative in your Year.

Written by Lottie Hancock and Milosz Wysocki (Head Students).

# **Student Ambassador and Leadership Opportunities**

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## ***Student Leadership***

There are many student leadership opportunities at our College. Many students get involved with student leadership teams in their year group or in a curriculum area. These students take an active role with leading other students, generating a sense of belonging and identity and helping to organising College events such as the Christmas fair. You can be involved too, simply by volunteering in your tutor group or class.

## ***Student Ambassador***

These students take an active role in the running of the College. Their main aim is to support each other in a caring and mentoring role. Ambassador positions include:

- Student Tutorial Assistants (STAs) -The STAs' role is to support new students joining the College and to support their peers. They help the College run tours, assist with open days and run an anti-bullying hub in the Library.
- College Support Assistant - All students in Year 8 will take a turn at being a College assistant for the day. Among other tasks, they welcome guests and aid with the smooth running of the College.
- College Prefect - These students in Year 11, 12 or 13 help and support other students at lunchtime.
- Positive Contribution - As part of their time in College each Year 12 Sixth Form student will support KS3 and 4 students in lessons and with their numeracy and literacy.
- ICT access monitors - These students monitor the ICT rooms during break and lunch.
- Reading Leader- Students in Year 12 who read with younger students.

There will be many more opportunities for students to shine at either an ambassador or leadership role within lessons, extracurricular activities or on one of our collapsed curriculum challenge days. Students may also wish to set up their own club or activity. At Egguckland, the possibilities are endless.

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## What to do if ...

<b>Problem</b>	<b>Who and Where</b>
<b>I arrive at College late?</b>	8.45 – 9.00 : Go to your Tutor Room. After 9.00 : Sign in at College Reception and then go to your lesson.
<b>I have a dental/ medical appointment?</b>	Bring a note for your tutor. Sign out at College Reception when you leave and sign in when/if you return. Or email <a href="mailto:studentabsence@egguckland.com">studentabsence@egguckland.com</a>
<b>I think I am being bullied?</b>	Tell somebody – your tutor, a parent/carer, a teacher, an Anti-Bullying Ambassador or a friend. Anti-Bullying Ambassador STAs can be found in the Library every break time. Alternatively you can use the Whisper button on the website/SLG or email your tutor.
<b>I get a horrible text message?</b>	Do not reply, and show your parent/carer/teacher/tutor straight away.
<b>I have lost something?</b>	Lost property is kept at the College Reception. Remember all property should be marked with your name.
<b>I don't understand a homework task?</b>	See your subject teacher, your tutor or a friend.
<b>I have forgotten to bring something to College?</b>	If it is basic stationery, you can purchase this from the library before school and during break and lunchtimes. If it is something else, then explain to your subject teacher or tutor at the start of the lesson.
<b>I get something confiscated?</b>	Ask the teacher who has confiscated it when it can be collected and what the conditions are.
<b>I don't feel well?</b>	Tell your teacher or tutor, who may send you to the Medical Room. We will make contact with your parent/carer. Please do not make contact with your parent yourself.
<b>I am absent?</b>	Get a parent/carer to phone or email ( <a href="mailto:studentabsence@egguckland.com">studentabsence@egguckland.com</a> ) the College on the first morning, before 10.00am. Bring a letter on your return and catch up on missed work.
<b>I take medication?</b>	Your parent will need to complete the 'Administration of Medicine Form' available from the College Reception, explaining what the medication is for and when it needs to be taken. ALL medication must be left at the College Reception.

# **Succeeding at College: Be Prepared!**

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## ***Equipment***

We require all students to have a bag and a pencil case that they carry to College every day. We encourage students to take responsibility for their equipment and we recommend that they pack their bags the night before College. In this bag they will need:

### **Essential equipment**

- A bag and a pencil case
- KS3 (Yr 7-9) – own reading age appropriate reading book
- Their Student Planner/Knowledge Organiser
- Homework books for their lessons that day
- Pen (and a spare)
- Pencil (and a spare)
- Ruler

Tutors will check that this equipment every morning at the start of tutor time. An appropriate sanction or lunchtime detention will be set if this equipment is not seen.

All essential equipment can be purchased from the College Library between 8:00 and 8:35am.

### **Additional subject specific equipment**

- Eraser
- Sharpener
- Coloured pencils
- Calculator (Please buy model: Casio fx83GT Plus)
- Protractor
- Dictionary/spell-checker
- French Dictionary

## ***Presenting Your Work***

We want you to take pride in your work. To ensure great presentation please ensure that you do the following:

- Black or blue ink should be used for all writing
- All work should have a heading and a date
- Underline headings carefully, using a ruler
- Diagrams should be drawn in pencil
- Keep your work clean
- Keep your subject books free of doodles or graffiti

## ***Checking Your Work***

We want you to always hand in your best attempt. To do this please ensure that:

- you always check your work before handing it in. You can ask someone to help you. Remember that you are trying to improve on your previous best.
- when correcting your own work, rule once through each mistake.
- you do not use correcting fluid.
- you use a dictionary or spell-checker.

## Reporting your Progress and Behaviour

### **Formal Assessments and Feedback**

At least every six weeks, teachers will carry out a formal assessment. On these assessments, we will give you written feedback on what went well with the piece of work and areas you will need to work on next time. We call these 4W assessments 'What Went Well and Work On' and your teacher will often record them using a sticker in your book or on your assessment. We encourage you to show these to your parents, but they are mainly for you to think about how you will continue to make progress with your work. Your teacher will work with you on your Work On targets through dedicated improvement and reflection time (DIRT) in your lessons.

### **Formally Communicating Progress, Behaviour and Attitude to Students, Parents and Carers**

Every six weeks we will send home a Progress Tracker which is also available as a digital copy through the SIMS Parent website and app. This tracker charts your progress over time. It is a useful document to use at parents evening and for you to discuss your current progress with your parents or carer. If you identify any problems or issues, you can then email the subject teacher with questions.

We use the following codes and descriptors on our progress reports

<b>ATL: Attitude to Learning:</b> <ol style="list-style-type: none"><li>1. Excellent resilience and resourcefulness. Enjoys challenge. Positive and shows great pride in work.</li><li>2. Secure resilience, tries hard in class. Keen to improve their work to reach a high standard.</li><li>3. Effort and resilience is evident but inconsistent. Best work is rarely seen.</li><li>4. Little effort made to improve or produce best work. Little pride in work and can give up too easily.</li></ol>	
<b>HWK: Homework</b> <ol style="list-style-type: none"><li>1. Regularly completed, with good effort and attainment.</li><li>2. Regularly completed, with reasonable effort and attainment.</li><li>3. Sometimes completed, variable effort and attainment.</li><li>4. Unsatisfactory in terms of completion, effort or attainment.</li></ol>	<b>BEH: Behaviour</b> <ol style="list-style-type: none"><li>1. Has a self-disciplined approach resulting in exemplary behaviour.</li><li>2. Is normally well behaved and respectful.</li><li>3. Occasionally disrupts the learning of others in the class.</li><li>4. Frequently disrupts the learning of others. Behaviour impacts negatively on whole lessons.</li></ol>

### **Understanding Grades and Targets**

Sometimes on the 4W assessments in books, and always on the Progress Tracker, we will set yearly aspirational grade targets and report to you what you have achieved so far as your current grade (CG). As you will make progress towards your end of year target grade throughout the year, it is important that you know if you are making expected progress. We use the following grading and indicator codes:

<b>SPI: Subject Progress Indicator</b> AE: Above Expectation OT: On Track BE: Below Expectation	<b>CG: Current Grade</b> 9-1 Levels (where 9 is the highest)
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## ***Literacy Marking Codes***

When we mark a written assessment we will use these codes to highlight errors in your literacy. It is important to write accurately in all subjects, not just in English.

<b>Correction Mark</b>	<b>This Means...</b>
<b>Sp</b>	Spelling
<b>P</b>	Punctuation
<b>T</b>	Tenses
<b>//</b>	New Paragraph
<b>?</b>	Unclear
<b>Gr</b>	Grammar
<b>C</b>	Capital Letter

## Communication

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Your parents or carers can communicate with the College in multiple ways. One of the best ways to get information into College is via your tutor. You can email them or write a quick note. You can also contact every teacher by email for lesson and learning information. Email addresses are included on the reverse of every Progress Tracker. You can also contact Reception on 01752 779061 between 8:20am – 4:30pm or leave a message outside these hours.

### **Newsletter**

We communicate College news, events and information through our weekly online newsletter. This is available on our website and through our Facebook page  
<https://m.facebook.com/eggbucklandcc/>

### **Using SIM Parent for communicating messages, student rewards, negative events, attendance and report data.**

We strongly encourage your parents to get access to SIMS Parent. This website and app gives individualised information to your parents and carers about your college day. Through the website and mobile app they will be able to find out about your homework, rewards, any negative behaviour, attendance information and current progress. To get access to the website and app, parents and carers need to complete a form on the College website in the 'Parents' section.  
<https://www.eggbuckland.org.uk/copy-of-expectations-1>

## Student Access to ICT Resources on Mobile Devices and From Home

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### **Microsoft Office 365 and OneDrive**

You have free access to Office 365. This allows you to download Microsoft Office products such as Word and PowerPoint on up to 5 devices for free. Office 365 also comes with OneDrive which gives 1TB of storage. This suite of apps will let you access your files at home and at College.

### **Student Learning Gateway (SLG)**

We store many of our curriculum resources on our SLG. Students can access these resources from home through our website.

*Step 1*      *Navigate to the College website - [www.eggbuckland.com](http://www.eggbuckland.com).*

*Step 2*      *Click on the SLG Login icon.*

*Step 3*      *Login to SLG - Using your College **User Name** (your College email address without '@eggbuckland.com') and **Password**.*

*Step 4*      *You can now access your files as you would in College.*

### **SIMS Student**

If you have a mobile phone you can download the College SIMS Student app. The app will remind you of your timetable and your set homework. We can also send you reminders about events or appointments.

## Mental Health Awareness

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We work with all students at our College to make them aware of how important their mental health is. This is done through assemblies, tutorials and P4L lessons. There are many people you can talk to in College, such as your teachers or your tutor, if you are worried or concerned.

The College mental health lead is Mrs Pike, who can be emailed on [tpike@egguckland.com](mailto:tpike@egguckland.com).

There are also a range of external providers who may be able to help. Below is a list of various charities and organisations that could help.

<a href="http://www.kooth.org.uk">www.kooth.org.uk</a>	Kooth is a free and completely confidential online service that offers emotional and mental health support for children and young people. When you sign up you can choose an avatar, which helps to keep you safe and anonymous. You can have a "drop-in" chat with an online counsellor or therapist or book an online one-to-one session. Kooth is suitable for children and young people aged 11 to 18 (25 in some areas). It can help with lots of different problems, including family problems, eating disorders, loneliness, bullying, anxiety and depression.
<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a> 0808802554	YoungMinds run a free, confidential parents' helpline, which parents/carers can call if they are worried about how a child or young person is feeling or behaving. They also run a group called Parents Say, for parents whose children are accessing Child and Adolescent Mental Health Services.
<a href="http://www.mind.org.uk">www.mind.org.uk</a> 03001233393 text 86463	Mind's infoline advisors provide information on a range of topics including; types of mental health problems, where to get help and support in your local area, medication and alternative treatments and advocacy. The Helpline is open 9am to 6pm, Monday to Friday (except for bank holidays).
<a href="http://www.themix.org.uk">www.themix.org.uk</a> 0808 8084994	The Mix is the here to take on the embarrassing problems, weird questions, and please-don't-make-me-say-it-out-loud thoughts that people under 25 have. They offer a free & confidential helpline available 365 days a year via phone, email or webchat. They also have discussion boards and live chat.
<a href="http://www.youngdevon.org">www.youngdevon.org</a>	A local resource for counselling support. See <a href="http://www.youngdevon.org/what-we-do/mental-health-well-being">www.youngdevon.org/what-we-do/mental-health-well-being</a> for more details.
Samaritans 116 123	For urgent help.
Child Line 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>	An excellent resource for one-to-one chats with a trained counsellor.

## Whisper

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This is a service where students or staff can report any issue to the Safeguarding lead. For example, this could be an issue where a student feels that they are being bullied or they are worried about a friend. The whisper button can be found on the SLG.



## Safeguarding

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If you feel unsafe either at home, at College or online (or feel that someone you know is), you can share this with your tutor or House Leader.

Whilst all staff in College are safeguarding trained, we also have a specific safeguarding team to whom your concerns or worries may be referred. They are Mrs Smith, Mrs Gibson, Mr Calderwood and Mr Lowcock, who mainly have offices in the Compass. Additionally, should you wish to raise a concern via email, the address is [safeguarding@eggbuckland.com](mailto:safeguarding@eggbuckland.com)

## Anti-Bullying

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What you should do:

**TELL US IN ANY OF THESE WAYS:**

 <p><b>SAFE SPACE</b> Anti Bullying Ambassadors will be available every lunchtime for help and advice in <b>The Library</b></p>	 <p><b>BY TEXT</b> Send a text to this number <b>07914 364 293</b></p>
 <p><b>ONLINE</b> <a href="mailto:antibullying@eggbuckland.com">antibullying@eggbuckland.com</a> <b>email us</b></p>	 <p><b>IN PERSON</b> Speak to a member of staff <b>Speak Out</b></p>

**IF YOU FEEL YOU ARE BEING BULLIED**

All concerns or worries can be reported to any member of staff, including your tutor or Pastoral leader or an Anti-Bullying Ambassador.

We also encourage you to share your worries and concerns with your parents or carers, who should contact the College on your behalf as soon as possible.

If you don't want to do that, you can always call Childline 0800 11 11 or you can visit [www.childline.org.uk](http://www.childline.org.uk).

Write down what happened, when it happened, and who was involved. If the bullying is online, keep the evidence – save or copy any photos, videos, texts, emails or posts.

It can be tempting if you are being bullied to take revenge – for example, to send a horrible message back to someone; to try and embarrass and hurt the other person or to fight back. This is not a good idea: you might end up getting in trouble or get yourself even more hurt.

Think about other ways you can respond to bullying. For example, practice saying 'I don't like it when you say that/do that – Stop.' Think about other people who can help you if you are being bullied – this could be other classmates, or a teacher.

Only spend time with people who make you feel good about yourself. If someone constantly puts you down they are not a real friend/boyfriend/girlfriend, and they are not worth your time.

***Websites you could visit***

<https://www.childline.org.uk/>

<http://www.anti-bullyingalliance.org.uk/>

<http://www.bullying.co.uk/>

## **The Compass**

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The Compass is a building based in the centre of the College, it includes the following areas:

- The Mayflower Centre – This area provides an alternative learning environment for students who are finding it difficult to remain on their normal timetable. Activities such as mentoring, mediation and specific Inclusion programmes also take place here.
- The Compass main area is the location used to support and re-engage students who have failed to maintain the expectations outlined in our Student Charter. Students who have lost or misplaced uniform items such as College ties and blazers may come to the main desk during tutor time to borrow replacements (in exchange for their mobile phone).

You can also:

- Access the student support services (updated regularly in the building and on the College website)
- Speak to your Pastoral Leader
- Speak to the attendance office
- Find the safeguarding team
- Find the Family Support Advisor.

## **The Lighthouse**

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The Lighthouse is based in the Michael Caddy Centre and our Careers Co-ordinator can be found there. She is able to help you with the following:

- Information, advice and guidance related to all aspects of careers, including KS4 and Post 16 options.
- Careers guidance interviews with Careers South West.
- Work-related opportunities, including presentations about specific careers and visits to local employers.

## Rewards

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Eggbuckland Community College is a place where we celebrate achievement and positive attitudes. You will get positive achievement points from your tutors and teachers for things such as a positive attitude, effort with learning, leadership and personal achievements. You will receive 10 points for each reward.

You and your parent or carer can check your points' total on 'SIMS Student' or 'SIMS Parent' app. Points mean prizes. Every six weeks students with the most points in their year will be issued with a reward card.

### ***House Rewards***

Your House's total achievement points are added up at the end of every term. At the end of term, we have a year group rewards assembly. Students are given certificates and rewards for their positive attitude to learning and attendance. Tutor group cups and prizes are given out for the best tutor groups and a special certificate is given to students who have received no negative event logs.

## Knowledge Organisers

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Every student will be issued with a Knowledge Organiser at the start of each half term (approximately every six weeks).

A Knowledge Organiser is an A4 size booklet that gives an over view of all of the key information that will be taught, and that students are expected to learn, in each subject during that half term. There are also diary and planner pages at the back of each Knowledge Organiser so students will not need to have a separate planner.

Knowledge Organisers will be used in lessons and homework may be set based on them. They are useful for sharing what is going on in lessons with parents and carers and can support students who may have missed a lesson. Students will always have something that they can be working on because they will need to memorise all of the information in the Knowledge Organiser.

**Students are expected to have their Knowledge Organiser with them every day as it is an essential piece of equipment. This will be checked by both tutors and subject teachers.**

### **Getting the most out of Your Knowledge Organiser:**

- Make sure that you keep your Knowledge Organiser in a plastic wallet to keep it in good condition and that you have a bag large enough to fit it in without folding.
- You can add notes and annotations to each page and highlight things that you have covered in lessons and then memorised.
- You can share the information with parents and carers – maybe you could ask them to test you on what you know.
- You will only be provided with one, free, hard copy of each Knowledge Organiser – so you will be given six each year. An electronic copy will also be put onto the College website and if you lose or damage your copy there is an expectation that you will print out a copy for yourself either at home or in College.

## **Behaviour and Sanctions**

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Eggbuckland Community College believes that high standards of behaviour lie at the heart of a successful school that enables:

- All its students to make the best possible progress in all aspects of their College life and work.
- All staff to be able to teach and promote good learning without undue interruption or harassment.

**Further details of our Behaviour Policy can be found on our website in the 'Policy' section.**

### ***The Student Charter***

We asked the students to come up with a list of things that could either stop or hinder their learning. We used this information to create our Student Charter. We will not tolerate behaviour that disrupts the learning of others. The Charter gives you a clear list of our expectations of your behaviour in every lesson.

### **Whilst Learning I will...**

<b>1</b>	<b>...be punctual and arrive within 3 minutes of the start of the lessons, making sure I POWER in and out of classrooms.</b>
<b>2</b>	<b>...have the correct subject specific equipment.</b>
<b>3</b>	<b>...take an active and considerate part in the low stakes starter activity.</b>
<b>4</b>	<b>...make sure my mobile phone is not seen or used in lessons unless permitted by the teacher for a learning activity.</b>
<b>5</b>	<b>...listen respectfully whilst others are talking (I will not call out or interrupt).</b>
<b>6</b>	<b>...have a positive attitude to learning showing significant effort and pride in my work.</b>
<b>7</b>	<b>...keep off-task conversations for social times only.</b>
<b>8</b>	<b>...follow all seating or classroom arrangements as directed by the teacher.</b>
<b>9</b>	<b>...not eat, drink or chew gum (water is allowed in most lessons).</b>
<b>10</b>	<b>...focus on my work and learning and not distract others.</b>

## **Behaviour Pathway**

No student has the right to disrupt the learning of others. Teachers will have disruption free classrooms in which they can teach and students will have disruption-free classrooms in which they can learn. On a lesson by lesson basis, students will have one simple choice: to either be in lessons, working hard and progressing with their learning, or to be isolated from their peers for a minimum of 2 hours so that the learning of others is not disrupted.

We have therefore set a behaviour pathway for all students and teachers to follow in lessons.

<p><b>The student disrupts the learning of others.</b></p> <p><b><u>1<sup>st</sup> Warning (action) e.g. moved location in class.</u></b></p> <p>(Reasonable adjustments will be made for SEND students)</p>
<p><b>The student continues to disrupt the lesson.</b></p> <p><b><u>Student removed to the Compass to continue their learning away from the rest of the class (usually for 2 lessons and social time)</u></b></p> <p><b><u>Parents informed of the removal via the SIMS App.</u></b></p> <p>(Possible further sanctions or support; please see Behaviour Stages information)</p>
<p><b>The teacher and the student have a restorative conversation.</b></p> <p>(This may be after the end of the College day. We always try and complete this by 3:20pm and make allowance for students travelling by bus)</p> <p><b>A copy of this conversation is sent home to parents</b></p>
<p><b>The Pastoral Leader (PL) will contact the parent or carer when a student reaches 3 removals. It is likely at this point that the student will be removed from lessons for an extended period of time to allow for further support. A meeting may be arranged with parents to look at further support needed.</b></p> <p>(Please see Behaviour Stages information)</p>
<p><b>If the student continues to be removed from lessons for persistently disrupting the learning of others, the PL will contact the parents or carer again. It is likely that at this point the student will be excluded from College for a fixed period of time.</b></p> <p>(Please see Behaviour Stages information)</p>

## ***The Student Charter – College Action***

The Charter continues with a clear set of behaviour expectations outside of lessons. Students not able to keep to these expectations will be given a lunchtime detention that day. Parents will be informed of a College Action through the SIMS Parent App.

Failure to attend a detention will result in further sanctions, which may include an after-college detention. Parents will be informed via the SIMS App and usually by telephone or email. Please note that detentions are NOT negotiable.

### **Whilst in College I must not...**

<b>1</b>	<b>...be late to College or tutor time.</b>
<b>2</b>	<b>...leave/drop litter anywhere other than in a bin.</b>
<b>3</b>	<b>...show any reckless physical conduct.</b>
<b>4</b>	<b>...be out of bounds.</b>
<b>5</b>	<b>...have the incorrect uniform without a note from my parent/carer signed by tutor.</b>
<b>6</b>	<b>...be out of the classroom without permission during learning time.</b>
<b>7</b>	<b>...turn up without basic equipment: bag/pencil case pen/pencil/planner, knowledge organiser /ruler/ and, for Year 7 to 9, a reading book.</b>
<b>8</b>	<b>...show any anti-social behaviour including poor language.</b>
<b>9</b>	<b>...bring the College into disrepute.</b>
<b>10</b>	<b>...disrespect or damage the property of others.</b>

### ***Behaviour during the beginning of lesson, when taking part in the Low Stakes Test***

We also have after-college detentions which are run for the breach of low stakes testing activities and which run each Tuesday between 3.10pm and 3.40pm. Parents will be notified of these detentions via letter and email where available.

### ***Reporting Behaviour***

We will report on behaviour every six weeks on the Progress Tracker. This is printed for each student and is available on the SIMS app.

#### ***BEH: Behaviour***

- 1 Has a self-disciplined approach, resulting in exemplary behaviour.*
- 2 Is normally well behaved and respectful.*
- 3 Occasionally disrupts the learning of others in the class.*
- 4 Frequently disrupts the learning of others. Behaviour impacts negatively on whole lessons.*

## Help with poor behaviour – Behaviour Stages

In instances where a student consistently fails to achieve the expectations set out by Eggbuckland Community College, they are placed at a Disciplinary Stage. A Disciplinary Stage is designed to work flexibly for individual students and affords the College the opportunity to monitor a student's behaviour more closely over a short to medium-term timescale, as well as offering a range of supportive strategies personalised to the student's particular needs.



**Stage E will mean that Trustees may consider a permanent exclusion from Eggbuckland Community College**

## ***Exclusions***

We believe that learning is the most important reason for being in College and that the opportunity to learn must be protected at all times. An exclusion from College may therefore be necessary in order to protect the learning opportunities of others. Any decision to exclude for either a fixed-term or, in rare cases, permanently is not taken lightly.

If we judge a behaviour(s) to be worthy of a fixed-term exclusion please be aware that – as a parent or carer – following the exclusion, you will be invited into College to talk this through. We feel that it is important for all parties to agree the way forward before we allow your child back into ‘normal’ lessons. If you are unable to make the return from exclusion meeting, we will try to negotiate a more convenient time. However, please be aware that your child will be held in the Compass until this meeting has taken place.

# Homework

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## ***Homework Policy***

### ***We will do our best to:***

- Set homework on a regular basis.
- Set tasks which are suitable and achievable.
- Relate homework tasks to the knowledge organiser and lessons.
- Acknowledge homework with a 1-4 number (1 being excellent, 2 good, 3 satisfactory, 4 unsatisfactory).
- Provide support for students at school e.g. homework clubs, Library facilities.
- Provide an exercise book in each subject (where appropriate) that homework can be completed in.
- Set homework in line with the following guidelines:

Years 7 and 8	-	45 minutes - 1.5 hours
Year 9	-	1-2 hours
Years 10 and 11	-	1.5 - 2.5 hours
Years 12 and 13	-	2.5 hours or more

### ***What will I be asked to do?***

Homework tasks might vary slightly between subjects, however they will include:

- Completion of online homework in Maths, Science and occasionally from other subjects.
- Self-quizzing using the knowledge organisers or related materials. This means that you will be asked to read a piece of information and then write and answer your own questions to show that you fully understand it.
- Learning vocabulary.
- Revising or preparing for an exam or formal assessment.

## **Homework Timetable**

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>Monday</b>	Maths	English	Science Option C	English Option A	Option A
<b>Tuesday</b>	English	Maths	Option A P4L (y)	Maths	Maths Option B
<b>Wednesday</b>	Hums	Science	Maths Option B	Option B Option D	English
<b>Thursday</b>	Tech	Hums	Option D	Option C	Option D
<b>Friday</b>	Science	Tech	English	Science	Science Option C

The homework timetable shows the days on which homework should be SET.

The homework should be recorded both in planners and on the SIMS app on this day of the week.

The deadline should allow sufficient time to complete the work well (usually not the following day). Failure to complete homework to an acceptable standard, or missing the deadline without a note of explanation from a parent or carer, may result in a detention.

### **Year 7 and 8 Humanities:**

“Humanities” (Hums) subjects include History, Geography, Art and Design, Drama, IT, Music, PE, P4L and Technology. In Year 7 and 8, homework will be set in these subjects on Wednesday if possible. However, as these classes are distributed throughout the week, if the class is not scheduled on a Wednesday, homework will be set on some other appropriate day. Some homework may include project based tasks that last a number of weeks. The standard of homework is reported on the student tracker every six weeks using the following numbers.

#### **HWK: Homework**

- 1 = Regularly completed, with good effort and attainment.
- 2 = Regularly completed, with reasonable effort and attainment.
- 3 = Sometimes completed, variable effort and attainment.
- 4 = Unsatisfactory in terms of completion, effort or attainment.

# The College Uniform

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A high standard of personal presentation will be expected of all our students at all times whilst at Egguckland Community College. We want you to wear our distinctive, compulsory College uniform with pride and welcome the support of parents or carers in this matter. By attending Egguckland Community College you are agreeing to conform to our Uniform Policy.

**The uniform for years 7-11 consists of the following:**

- **Egguckland Community College blazer which should be bought to College at all times.**
- **Egguckland Community College tie in the correct House colour**
- **White shirt – a standard school shirt with a normal (not soft) collar (with a top button which is done up). This must be worn tucked in.**
- **Egguckland pleated College skirt for year 7 and 8 and a plain black skirt (pleated or un-pleated, but not of a jersey fabric) for years 9-11 both around knee length with thick black tights or white or black ankle socks. Or formal, tailored, plain black, full length trousers with white or black ankle socks. (see notes below for prohibited styles)**
- **Plain black or brown, flat, non-fabric shoes of closed design, with a plain black soft sole and tread. (see notes below for prohibited styles)**
- **Suitable bag for carrying all books and school equipment to be bought to College every day (handbags are not acceptable).**

**Please label all items.**

## **Trousers**

Examples of prohibited trouser styles include - any trouser with unnecessary decoration such as zips or buckles, jeans, leggings (jersey fabric). Please see photos below.

## **Shoes & Socks**

Examples of prohibited footwear include, and are not limited to: any shoe with coloured decoration or a logo that is not the same colour as the shoe (black or brown), fabric, heels, all boots or any above the ankle shoe. Please see photos below.

All shoes must have a closed instep for protection in practical subjects. If inappropriate shoes are worn to practical lessons then the College will accept no responsibility for injury.

Ankle socks must be plain black or white. Tights must be thick and plain black.

## **Jewellery**

One wrist watch, and one simple, small and plain gold or silver stud per ear lobe are the only items of jewellery accepted. Body piercings with inserted jewellery are not allowed to visible parts of the body (with the exception of ear studs/earrings above). Transparent piercing retainers are allowed if unnoticeable.

All jewellery (including normally unseen body piercing items) must be removed for PE and, whilst every effort is made to keep them safe during lessons, the College takes no responsibility for the safe-keeping of any property. It is therefore suggested that expensive watches and ear studs are not worn to College.

## **Hair**

Exaggerated hair styles are not permitted. Hair is to be of a natural colour and of only one colour with no tramlines or shaved designs. Long hair must be tied back for PE, Technology and Science lessons. A neat blended back-and-sides hairstyle no shorter than a grade 1.5 is permitted (a haircut you would have for a job interview). Plain black or brown hair bands can be worn but no other hair adornment. We ask that parents make informed decisions with respect to hair styles worn during school breaks, and ensure that all students return to school with acceptable styles.

## **Make-Up and Body markings**

Makeup, if worn at all, should be discreet and natural. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner and false eyelashes. Nails should be of a natural colour. French polish on short nails is acceptable. Students arriving in school wearing excessive makeup, coloured nail varnish or nails of an extreme length will be asked to remove it/them.

Body markings (e.g. tattoos) to visible parts of the body are not permitted.

## **Additional Notes**

- No additional jewellery may be worn or brought to school. The only exceptions are items of religious significance such as crosses, Stars of David, etc. (which should be on a long chain such that nothing is visible).
- In winter months only, and in addition to the blazer students may wear a plain, black, V-neck waist length jumper (this is to be worn under the blazer and not instead of the blazer). No other jumper is allowed under the blazer.
- Any reasonable outside coat may be worn but not if it carries offensive lettering or graphic designs. Coats must not be of leather, simulated leather, or denim. Hooded tops should not be worn over the head (unless, of course, it is raining and you are outside).
- A scarf may be worn but taken off indoors.
- Hats – students may wear a hat (such as a baseball cap) provided it has no offensive slogans on it, in either very hot weather or very cold or wet weather.
- Please note that hats and hoods may not be worn inside buildings.

If students are missing a tie or a blazer then this must be borrowed from the Compass (in exchange for their mobile phone). On the rare occasions that other items of College uniform are missing then parents or carers should write a note, which needs to be signed by the tutor and presented to staff when asked throughout the day. We will then allow until the following Monday for this item to be replaced.

Items that contravene the College Uniform Policy (headphones, jewellery, hats, etc.) will be confiscated and sent to the College reception and will require a note from a parent or carer to be returned.

In cases where medical reasons require a modification to the uniform policy, notice on letter-headed paper from a medical professional must be addressed to the Principal detailing the reason and requesting that a modification is considered.

Your parent or carer will be keen to support the College's Uniform Policy so if there is any uncertainty in interpreting the policy they should contact the College before purchasing any item. Please be aware that any student who is not complying with the College uniform policy may be sent home to change and will lose their social time.

## The College PE Kit

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A list of the specialist kit for PE is on the College website. It is important that all of you obtain and wear this kit for your own comfort, safety, and protection. If you are unfit for active participation in P.E. lessons please ensure that this is supported by a note from your parent or carer. **Also, be aware that you must bring your full PE kit, enabling you to help officiate as linesperson, umpire, judge or to undertake any other non-physical role.**

All students are expected to bring the correct kit to all P.E. and Games lessons and a system of kit faults is used for those who do not.

**Please mark all items with your child's name.**

### ***Boys' PE and Games Kit***

- Shorts – black with College Logo.
- Rugby shirt – long sleeve.
- Polo top- short sleeve.
- Black long football socks – Egguckland Letter logo.
- PE socks – white ankle length.
- Trainers – white (this refers to the colour of the shoe – the sole must be non-marking, of any colour).
- Football boots – moulded studs for use on the synthetic surface. No blades.
- Shin pads for football.
- Gum shield.
- Hair tie (for long hair).

### ***Girls' PE and Games Kit***

- A choice of shorts, leggings or skorts – these must be College provided leggings due to thickness, and breathable.
- Trainers – white only (this refers to the colour of the shoe – the sole must be non-marking, of any colour).
- Football boots – moulded studs for use on the synthetic surface. No blades.
- PE socks – white ankle length.
- Egguckland outdoor long sleeve shirt.
- Egguckland polo top – short sleeve.
- Shin pads for football.
- Black long football socks – Egguckland letter logo.
- Hair tie (for long hair).

**Under Armour/long sleeve plain black tops can be worn under their long sleeve or short sleeve top for OUTDOOR use, ONLY to provide extra warmth.**

### ***Sports Academy***

- All students within the sports academy will be expected to have the above kit for all lessons.
- Students may be required to buy, at a reduced rate, specific Sports Academy kit which students will use for competitions and offsite activities.

## Attendance and Lateness

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### ***The College Day***

8:40 to 9am	Registration
9:00 to 9:55	Period 1
9:55 to 10:50	Period2
10:50 to 11:25	BREAK
11-25 to 12:20	Period 3
12:20 to 1:15	Period 4
1:15 to 1:50	LUNCH
1:50 to 2:45	Period 5
2:45 to 3-05	Drop Everything and Read (Years 7 to 8) and extension time/homework/academic reading (Years 9 to 13)

### ***Attendance to College***

Good attendance, punctuality and good progress are strongly linked. It is important that you attend College on time every day. If you are absent, we ask that your parent/carer contacts us on the first day of absence on:

**Email: [studentabsence@eggbuckland.com](mailto:studentabsence@eggbuckland.com) or**

**Phone: 01752 720053.**

Your parent/carer must also write a letter – this should be handed in to the Main College Reception on your return. Your parent/carer will also receive a text message on every day of absence unless we have been provided with a reason.

Unjustified absences will be investigated with the help of our Education Welfare Officer. Percentages for attendance will be included on your 6 weekly Student Tracker. You can also view your attendance percentages via the SIMS student and parent APP

It is the legal responsibility for parents/carers to provide reasons for absence and for students following an absence to speak to their teachers about catching up on missed work.

### **Lateness**

If you are late to College or lessons you will be issued with a College Action and given a lunchtime detention that day. We sound a warning bell at the end of break and lunch and another bell when the lesson starts. Students are late if they arrive to lessons after the second bell.

For other lessons you will be considered late to lessons if you arrive more than three minutes after the official start (unless you have a note to confirm why you are late).

### ***Going Home for Lunch***

Please note that any student wishing to go home for lunch (not to purchase food from the local shops) must notify their tutor with a written note from home. Any student leaving the College site at lunchtime should be going home with our permission and knowledge. Students must be back in College for the warning bell at 1:45pm.

## Holidays

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Please understand that achievement and good attendance are linked, therefore we are concerned about any time taken out of College. The College will only consider authorising a request from a parent or carer to take their child on holiday during term time in **exceptional** circumstances. Please contact the Pastoral Leader for information about what are considered 'exceptional circumstances'.

## Entering the Building

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All students arriving early must go and stay in the Main Hall.

7.30 am	-	Main Hall Opens
8:00 am	-	Canteen open for breakfast
8.15am	-	College Library open to students
8.30am	-	Other parts of the College open to students but not classrooms
8.40am	-	Registration whole College open

## Signing Out and In

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If, at any time in the College day, you need to leave the premises for an authorised appointment, you must bring a note from home requesting your absence which you must show to your tutor or House Leader to initial. At the time indicated in your note, please go to the Main College Reception and show the note to the receptionists – they will then issue you with a permission slip to leave the College. If you return to College you must sign in at the Main College Reception. It is important that you follow this procedure for your own safety, as the College needs to know exactly where you are.

## Mobile Devices

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These devices are not banned from College as we recognise that they may be needed for the journey to and from College each day, and we take the approach of promoting responsible use of mobile communication devices in preparation for the workplace.

The College takes e-safety extremely seriously and any student using their phone in any way that causes harm, potential harm, or distress to others or themselves will have their phone confiscated. In addition other normal behavioural sanctions will apply. This particularly applies to 'posting' or sharing images or comments online or through apps.

The following rules apply:

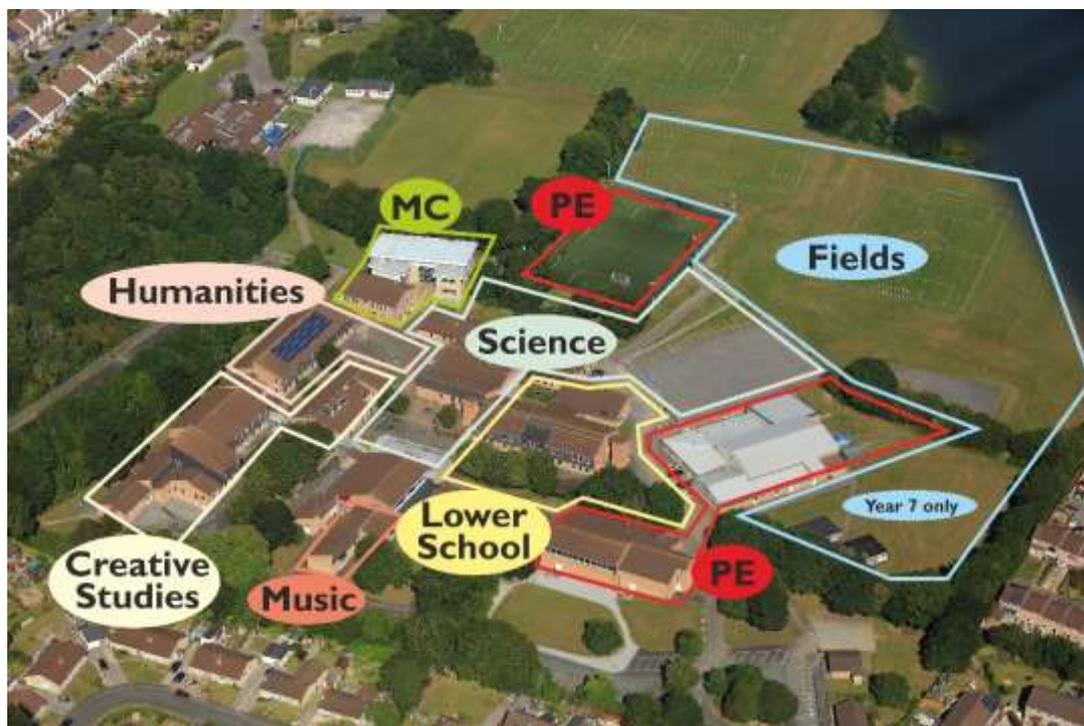
- Mobile phones and tablets can be used openly during 'social time' but must not be used to film/take pictures of others without their express permission. This applies to images of both staff and students.
- On arrival to a lesson all phones and devices (including headphones) will need to be switched off and placed out of sight together with any headphones
- If a phone/tablet/headphone is seen during lesson time (unless clear instruction from a teacher is given), it will be confiscated and will remain with the teacher until the end of that lesson, at which time it will be returned to the student.
- If a student refuses to hand their phone/tablet/headphone over, they will be sent to The Compass for the remainder of that lesson and their phone will be placed in the College safe until they leave the building. Refusal to go to the Compass could result in a one-day fixed term exclusion, with their period of isolation in the Compass completed upon their re-admittance to the College.
- We recommend that students do not bring expensive items (including accessories such as headphones) into College as we cannot take responsibility for their safekeeping.
- Please be aware that charging your mobile device in College is not permitted.
- If parents/carers wish to contact students in an emergency, please ring the Main College Reception on 01752 779061.



## Break and Lunch Time

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We are fortunate to have an extensive outdoor environment for the students to use at break and lunch. Students must stay in bounds and only use the lower fields when they are open.



Students must remember the rules in the College Charter when using these areas. Students who do not follow the student charter will be placed in the Compass and may have further social time removed.

On wet days, many of our rooms – including ICT rooms – will be staffed and open for the students to use, including the Library at lunch and break. We have other allocated safe quiet spaces for students who require them.

The Astro is open to years 10 and 11 Monday to Thursday, and Years 7, 8 and 9 on Friday. Appropriate football boots must be used for entry to this area.

### Out of bounds to Years 7-11

- The entire area at the front of the College, including the lawn outside the Music rooms and the car parks, except for access.
- The Year 7 field for years 8-11
- When fields are in use during summer, any part of the playing fields not in full view of the main buildings (running track and hedgerows).
- The path leading up to Hartley House – except for access.
- Area behind the Michael Caddy Centre between Science and the Astro turf.
- Forest School area, behind The Michael Caddy Centre
- Wooded area behind the Humanities building.

## **The Boardwalk**

This seating area is for year 11 and the Sixth Form to use at break and lunch. Year 10 have a designated area at the front of the dining hall.

## **Cashless Catering**

To eat in the College canteen or The Boardwalk, students need to have credit on their account. Parents or carers can pay money into their account using a secure online service called ParentPay or the student can use the cash station in the Main Hall or the Lower School lobby. To purchase food you place your finger on the pad reader at the till. From this, a unique string of numbers is produced (like a barcode) and matched to the barcode held on the database. Students on Free School Meals will have money automatically credited to their account; no other student will know this.

## **Free School Meals**

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Under the Government 'Pupil Premium' guidelines, it is important that we are aware of students who are eligible for Free Schools Meals (whether they claim it or not). Knowing this will guarantee we are able to provide extra funding specifically to these students to better support their education. So, if you meet any of the criteria, please make sure you register even if you don't claim. Application forms can be posted to you on request or collected from the Main College Reception. The 16-19 Bursary Awards are made to Post-16 students who are in receipt of Free School Meals.

### **Criteria – Free School Meal Eligibility**

Children whose Parents or Carers are in receipt of one of the following are entitled to receive Free School Meals:

- Income Support (IS).
- Income Based Job Seekers Allowance (IBJSA).
- An income-related employment and support allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income which from 7 October 2011 does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs.\*
- Guarantee element of State Pension Credit.

*\*Note - where a parent or carer is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals.*

## **Fire, Emergency and Alarms**

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In the case of fire, remain calm and follow the well-practised Fire Drill. Go to your Year Group Assembly Area by the safest route possible.

Deliberate or foolhardy setting off of a fire alarm or fire extinguisher will be treated very seriously and can lead to permanent exclusion and/or a fine. The alarms and fire extinguishers are there for the safety of everybody and must not be misused.

We also practice a lockdown drill and have a Lockdown Policy where the threat can be very different.

In a lockdown situation, please get to your next classroom or remain in your current class. Do not shelter in toilets, group in large open areas or hide in stairwells or corridors.

Do remain calm and sit on the floor, stay low and quiet, and away from windows and doors until a member of staff or the rescue service gives the all clear.

Mobile phones should be set to quiet mode, not vibrate – do not make non-essential calls, use the text messaging service if essential contact is needed.

## **Health and Safety**

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You are expected to behave sensibly with regard to both your safety and that of others. Equipment, chemicals, apparatus etc. must only be used with appropriate permission and in the correct manner.

Different subjects will have specific health and safety rules. For example, in Technology all finger rings must be removed and in PE all jewellery must be removed. In Science, PE and Technology long hair must be securely tied back.

Shoes that are open-topped, fabric, have heels or have slippery soles are not suitable for College as they do not protect the foot from potential spillages or dropped items. You put yourself at risk! The College cannot be responsible for any injury that occurs because of incorrect footwear.

Please ensure that you do not encourage unauthorised visitors to enter the site and make sure you report any suspicious intruders to a member of staff. When access to the fields is allowed at break and lunchtime, you must stay within sight of the main buildings. At no time may you leave the site without written parental permission which has been shown to, and countersigned by, members of staff. You must then sign out at the Main College Reception.

Finally, you are expected to behave with care and consideration on the way to and from College, being especially careful when walking along, or crossing, roads. You are ambassadors of the College and should not behave in a way which will bring the reputation of the College into disrepute.

## **Illness and Accidents**

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If you feel ill or have an accident during the day tell your teacher or tutor. You will be sent to the Main College Reception with someone to help you. Your parent/carer will be contacted, if necessary, for someone to fetch you. It is important that you do not call home without the knowledge of the College and that all contact with home is through the Main College Reception.

## **Medicine Policy**

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If you need to bring any medicine to College please collect a form from the Receptionists and ask your parent/carer to complete it. The form, plus the medicine, should then be returned to the receptionists, who will pass to you, at the time specified on the form, the correct dose for you to take. Please **do not** carry medicine with you; the only exception is for asthma sufferers, who may keep their inhalers, and those who need to carry an EpiPen. The College has a defibrillator – this is situated in the Sports Hall.

## **Drugs Policy**

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Alcohol, cigarettes and other drugs are not permitted in College. Students found smoking (including Vaporizers and E-cigarettes), or who are found to be in possession of drugs or tobacco, or offering to provide any such item, will receive the appropriate sanction and, in some cases, where a breach of the law may be involved, the Police will be contacted. Please be aware that all smoking paraphernalia will be destroyed at College (if you are not in the 6th form). In the most serious cases students concerned will be permanently excluded.

## **Classroom and Site Care**

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Please remember you have a responsibility to keep any area you use as clean, tidy and as attractive as possible. Use the litter bins and always push your chair under the table after use. Help to keep the teaching and learning environment and the grounds of the College as clean as possible. Please do not eat or drink in classrooms, laboratories, work-shops etc.

## **College Shop**

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The College Shop is opened on request. Please contact Mrs Law in the Finance Office (01752 720032 or email [vlaw@egguckland.com](mailto:vlaw@egguckland.com)). It is situated in the Lower School and sells uniform and PE kit. You can also purchase uniform from our on-line College Shop using debit or credit card (from the College website home page click the Uniform Shop button). In addition the Library also sells a variety of College equipment.

## **Energy Drinks and Drinks High in Caffeine**

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Please do not bring energy or high caffeine drinks into College. It is well proven that they have a negative effect on behaviour and learning. If they are seen they will be confiscated and disposed of.

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## **Valuables**

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Please do not leave money or valuables in classrooms or changing rooms – these items should be handed to staff. We advise you not to bring any expensive items or large amounts of money to College as we cannot accept responsibility for them if such items are lost or damaged.

## **Lost Property**

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If you find something that is lost please hand it in to the Main College Reception. If you lose something please go to the Main College Reception to see if it has been found. Labelled items will be returned to owners via Tutors. The Main College Reception will keep unnamed articles for a few days before they are stored. At the end of each term there is a lost property display followed by disposal to charity shops of unclaimed items. Please remember to label your property so it can be returned to you!

## **Extra-Curricular Activities**

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There are many opportunities and activities at Egguckland outside of lesson times in which you can choose to become involved in. Your tutor will give you a list at the beginning of term to remind you of the activities which might take place at lunch-time or after College, and which vary from Lego Club and weights in the gym to all manner of music, drama, and sports activities. Make the most of these activities!

## **Library**

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You will find the library in our Lower School (LS) Block. The Library is open Monday - Friday between 8.00am to 4.00pm.

You can borrow up to two books for up to half a term. Please bring your books to the counter to be issued and discharged.

If your book is not returned to the Library by the due date a letter will be sent home to remind you to return your book. Payments will be requested for lost or damaged books.

As in public libraries, anyone found eating or drinking in the Library, causing too much noise or disturbing others who are trying to study will be asked to leave. Please do not use your phone in the Library.

Reading, writing and poetry competitions are hosted in the Library throughout the Academic year, as well as events for World Book Day. We also participate in the annual Carnegie Shadowing Event. Please talk to our friendly Library staff for more details about this book club.

### ***Book Club***

For Year 7 and 8 students we run a College book club. The book club is a great way to earn achievement points. For every book you read you will receive 10 House Points. After reading and reviewing two books you will be entered into a prize draw at the end of each term. The more you read the more chances of winning.

## **Hearing Support Centre**

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We have a Hearing Support Centre (HSC) on our site to support students who are deaf or have hearing loss. Students supported by the HSC will be familiar with the finger spelling alphabet, which is mostly used for spelling out names of people and places. If your child wishes to learn more about this finger spelling alphabet for personal interest or to communicate with friends, they can sign up for a lunchtime course in the Compass.