



# PARENTS' HANDBOOK



**Pendle Vale**  
Think Pendle Vale, Think Achievement

# WELCOME

## A very warm hello and welcome to our prospective students and parents.

Choosing and starting a secondary school is an exciting moment for students and families and so I would like to thank you for entrusting your child's future to Pendle Vale College. This is a responsibility that we take very seriously, and we will do our very best to support your child fulfilling their potential academically and personally as they grow and develop.

Our three core values are ambition, determination and respect. As a college, our values are important to us, they shape our decisions and the way we act as individuals and as an organisation.

We want our whole community to be ambitious, to have high expectations of themselves and to strive to achieve their very best. Students are expected to be ambitious both academically and personally. Colleges, sixth forms, universities and employers want well-rounded, talented and skilled individuals and in addition to an impactful curriculum, Pendle Vale offers many engaging opportunities for students to take advantage of, such as sporting events and extra-curricular clubs including the Duke of Edinburgh Awards, Cricket and Debate.

We want our whole community to be determined, resilience is an important life skill. Not giving up when the going gets tough, listening to feedback and being prepared to make mistakes and to learn are all important attributes that we develop with experience.

With guidance, your child will value feedback as a step towards making positive changes.

We want our whole community to be respectful and to demonstrate self-respect. We know that families value respect and that this needs to be taught and modelled by both staff and families so that students develop appropriate and strong relationships with their peers and staff in order that they make the very most of their time at school.

None of this can be achieved without the support of you, our families. We believe that education depends upon a three-way partnership: college – student – family. We share the high expectations that you have for your child and with your support, we will help your child live up to this. We will always let you know about the successes that your child has in school and will keep you informed when we identify any conduct that can be improved by working together.

The following handbook contains key information for joining us in September and throughout the remaining year. Please read it carefully and do get in touch if you have any questions, queries or concerns. I look forward to welcoming your child to our college, and to meeting you in person at the earliest opportunity.

*Mr. O Handley*  
*Headteacher*



Pendle Vale College, Oxford Rd, Nelson, BB9 8LF

Main Reception: 01282 682240 | Email: [reception@pendlevale.lancs.sch.uk](mailto:reception@pendlevale.lancs.sch.uk)

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Headteacher: Mr O Handley BSc (Hons) MTL, NPQH, NPQEL

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IN PEOPLE



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## Contact Information

**College Address:** Oxford Road, Nelson, BB9 8LF

**Telephone:** 01282 682240

**Student Absence Line:** 01282 682252

**Absence Text Line:** 07860054050

**General email:** [reception@pendlevale.lancs.sch.uk](mailto:reception@pendlevale.lancs.sch.uk)

**Website:** <https://pendlevale.lancs.sch.uk>

# THE PENDLE VALE EXPERIENCE



## The Student Experience at Pendle Vale College

At Pendle Vale College, we are committed to providing a positive, supportive, and enriching experience for every student. We believe that a successful education is about more than academic achievement; it is about developing confident, respectful, and resilient young people who are well prepared for life beyond school.

From the moment students join us, they become part of a caring and inclusive community where strong relationships underpin everything we do. Staff take the time to get to know students as individuals, ensuring they feel safe, supported, and ready to learn.

## Daily Support and Structure

Each school day is carefully structured to support both learning and wellbeing. Tutor time takes place in the middle of the day, providing students with an important opportunity to check in with their form tutor and peers. This consistent contact helps staff monitor students' wellbeing, reinforce expectations, and provide guidance when needed.

Students also take part in regular assemblies and structured tutor activities, which promote our core values of ambition, determination, and respect, while addressing relevant themes linked to personal development and current issues.

## Developing Knowledge for Life

All students follow a comprehensive Personal Development programme through PSHCE lessons. This curriculum is designed to equip them with the knowledge and skills they need to navigate modern life safely and successfully.

Students learn about:

- Physical and mental health and wellbeing
- Building positive and respectful relationships
- Staying safe, including online
- Understanding the wider world, including careers and finance
- Citizenship, including democracy, equality, and the law

These lessons are age-appropriate and build progressively as students move through the school, supporting them at each stage of their development.

## Student Voice and Responsibility

We place great importance on ensuring that students feel heard and valued. Through weekly Votes for Schools sessions, students engage with current affairs and are encouraged to discuss and debate a wide range of topics. This helps them to develop confidence in expressing their views and an understanding of different perspectives.

There are also a range of leadership opportunities available, including roles such as peer mentors, youth mental health leaders, and student prefects. These roles allow students to contribute positively to school life and our community and develop important leadership skills.

## Enrichment and Character Development

A key feature of the pupil experience at Pendle Vale is our Character Day programme. These take place three times a year and provide students with opportunities to develop important personal qualities such as teamwork, resilience, and communication.

Activities include workshops, external speakers, careers events, and practical challenges. These experiences complement the academic curriculum and help students to build confidence, develop new skills, and broaden their horizons.

In addition, students benefit from a range of enrichment opportunities, including visits, guest speakers, and workshops, which enhance their understanding of the world beyond school.

## Preparing for the Future

Careers education is an integral part of school life at Pendle Vale. Students are introduced to careers and future pathways from an early stage, with guidance and support increasing as they progress through the school.

They have opportunities to:

- Learn about different career pathways
- Meet employers and further education providers
- Take part in work experience and employability activities
- Receive impartial advice and guidance

By the end of Year 11, students are well prepared to make informed decisions about their next steps.

## A Safe and Inclusive Environment

We are proud of our inclusive and respectful school community. Students are taught to value diversity, challenge discrimination, and treat others with kindness and respect.

There is a strong focus on wellbeing, with support systems in place to ensure that students know where to go if they need help. We work closely with parents and carers to ensure that every child feels supported both in and out of school.

## Supporting Every Child to Succeed

At Pendle Vale College, our aim is to ensure that every student leaves us not only with strong academic outcomes, but also with the confidence, skills, and character needed to succeed in the future.

Through a combination of high-quality teaching, strong pastoral care, and a wide range of personal development opportunities, we provide an experience that supports the whole child—helping them to grow into responsible, capable, and ambitious young adults.



## PENDLE VALE COLLEGE

# PASTORAL CARE

The Headteacher is assisted in the planning and delivery of Pastoral Care here at Pendle Vale by a team which includes the Senior Leadership Team, Heads of Year, Assistant Heads of Years and Form Tutors



### Our Pendle Vale Form Tutor Programme

Form Tutors meet with their tutor groups daily, following a structured timetable of activities tailored to their year group. As consistent and familiar members of staff, form tutors play a vital role in supporting students' wellbeing and development, and we place great value on this role.

Each half term, students participate in a PSHCE tutor session focused on one of four key themes, supported by related assemblies. The content of these sessions is informed by wellbeing data gathered through the GoodSpace screening tool, alongside any relevant issues affecting the year group or the wider world.

In addition, all year groups take part in a weekly Votes for Schools session. These lessons explore current affairs and topical issues in an engaging and age-appropriate way. Students are introduced to a broad range of topics, helping them to discover new interests and consider potential future career pathways.

Through structured discussions and debates, students are encouraged to listen to different perspectives, deepen their understanding of diversity, and appreciate the rich diversity within the UK. At the end of each session, students vote on the issue discussed. These votes contribute to national feedback shared with decision-makers, helping students recognise that their voices matter and encouraging active, responsible citizenship.

Votes for Schools also supports the Government's Prevent duty by providing a safe and balanced environment in which to explore sensitive or controversial topics. By engaging with issues such as equality, inclusion, and extremism, students develop critical thinking skills and resilience. Empowering students to express their views is a key aspect of safeguarding and helps prepare them to participate confidently and responsibly in their communities.

## CONTACTING COLLEGE

If you have any concerns with your child then please contact their Form Tutor. We will always try and return a call within 24 hours

Please be patient as some staff may be teaching all day and have meetings after college. Unless it is a serious safeguarding or Health and Safety issue, we cannot accommodate unannounced requests for a meeting.

# PENDLE VALE COLLEGE

# STUDENT

# EXPECTATIONS

At Pendle Vale College, we have high expectations of all our students. There are three core values that underpin these expectations and that influence how we behave as individuals and as an organisation: **Ambition, Determination and Respect**

To succeed as a student, you will need to live by these values and expectations. They are there to make sure everyone enjoys college; feels safe and secure; achieve their potential; makes a positive contribution to college and to the community.

Being able to leave Pendle Vale ready for the world of work and adult life.

## SELF RESPECT

This means wearing the correct uniform; wanting to succeed and valuing success; being on time to college and to all lessons; having excellent attendance; having the correct equipment; working hard; recording and completing all homework on time; and telling a member of staff if you are worried or concerned about something.

## RESPECT FOR STAFF

This means treating all staff as professionals who have authority because they are responsible for your care and development; speaking calmly and politely to staff; thinking before you speak; using polite and respectful language; cooperating, doing as you are asked when you are asked; entering and leaving classrooms and moving around the college in a calm and sensible manner.

## RESPECT FOR OTHER STUDENTS

This means if you have nothing nice to say, say nothing at all; not touching another student or entering their personal space; speaking politely to others; thinking before you speak; working hard in class without disturbing others; helping and cooperating with other students when they ask for, or need help; and telling a member of staff if you are worried or concerned about another student.

## RESPECT FOR THE ENVIRONMENT

This means putting rubbish in bins; looking after and having pride in classrooms, corridors, and public spaces by keeping the college site clean and tidy and reporting any problems to a member of staff; eating and drinking in only permitted areas; and not chewing gum or consuming energy drinks anywhere on site.

# Think Pendle Vale, Think Achievement!



## SOME USEFUL HINTS & SUGGESTIONS

### **Use your Planner!**

Your planner should be carried at all times. Make sure you write down all your homework, Write in your Planner when you have any homework, equipment needs i.e. Food Tech ingredients or any other reminder for yourself.

### **Get your things ready the night before!**

Check that you have all the books and equipment you need by looking at your Timetable and Planner.  
Layout your uniform the night before.

### **Have breakfast before you come to college!**

It is a long time until lunch!! We have a breakfast club each morning 8am-8:30am that is **free** to all students.

### **Ask someone if you are lost**

**Tell someone if you have a problem.**

# REWARDS & STUDENT LEADERSHIP

At **Pendle Vale College**, we believe that the most meaningful motivation is fundamental. Students are encouraged to take pride in their effort, conduct and personal development, reflecting our shared values of **Ambition**, **Respect** and **Determination**. Educational trips and enrichment opportunities are offered across the year within subject areas and are closely linked to learning, engagement and positive attitudes. Students who consistently demonstrate respect for others, determination in their learning and ambition to improve are prioritised for these opportunities.

Alongside this, we offer a wide range of student leadership roles which allow students to contribute positively to school life through service to others. These roles encourage responsibility, commitment and respect for the wider school community. Time given in leadership and service is recognised through a structured points system, celebrating sustained determination and contribution over time, with rewards reflecting commitment and personal growth rather than one-off achievement.

## BEHAVIOUR

Here at Pendle Vale College We have high expectations and expect all students to live by our 6 learning habits 100% of the time. Pendle Vale College learning habits provide a framework to ensure our core values of respect, determination and ambition are embedded within our daily practice and routines.

All members of staff are expected to actively promote and model the 'Pendle Vale Learning Habits'.

Learning Habit 1: **Homework & Deadlines**

Learning Habit 2: **On-Task Behaviour**

Learning Habit 3: **Punctuality and Attendance**

Learning Habit 4: **No Answering Back**

Learning Habit 5: **Perfect Uniform**

Learning Habit 6: **Full Equipment**



# COLLEGE TIMETABLE

Monday & Tuesday		Wednesday, Thursday & Friday
08.45	Students to arrive on site	Students to arrive on site
09.00	Period 1	Period 1
09.55	Period 2	Period 2
10.50	Break	Break
11.10	Period 3	Period 3
12.05	Period 4	Period 4
13.00	Lunch (1)/Form (1)	Lunch (1)/Form (1)
13.30	Lunch (2)/Form (2)	Lunch (2)/Form (2)
14.00	Period 5	Period 5
14.55	Period 6	School Finishes
15.50	School Finishes	



# CURRICULUM

**Pendle Vale College offers students a broad and diverse curriculum throughout Key Stage 3 and 4 as follows:**

At KS3, this is a transitional model with English, Mathematics and Science. The schemes of work for these subjects are available on the college website. In Year 9, students begin GCSE learning in Geography, History, Religious Studies, Computing and Science

The formal Options process takes place in Year 9 and the new courses begin at the start of Year 10. The curriculum model can be found on our College website along with our Options model and subject availability at KS4.

At KS4, students follow a core learning pathway and have the choice from a range of option courses, which are both GCSE and Technical Award equivalent qualifications

## HOMEWORK

Students should expect to receive homework of up to an hour per night in Year 7 and this will rise as they progress through the College. Homework will be a range of activities, from reading or research-based tasks to more in-depth questions to secure understanding. We also use a range of online homework services, such as GCSEpod and SAMlearning which will give students instant feedback on tasks they complete online.

### RECORDING HOMEWORK

Students are provided with a Planner for the purpose of recording homework. In addition to this homework will be recorded online using \*My Child at School\* so parents can view homework that has been set.

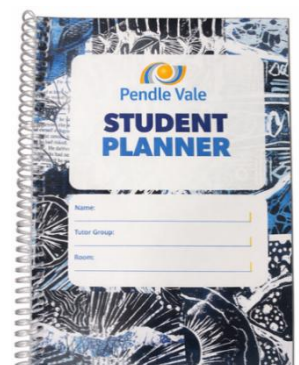
### STUDENT HOMEWORK EXPECTATIONS

- Listen carefully **ENSURE** that you write your homework in your planner with the due date!
- Ask class teacher if you are unsure!
- Complete homework at home

Students can access our LRC before school from 08:30 until 08:45 and after school on a Wednesday/Thursday until 3:30pm.

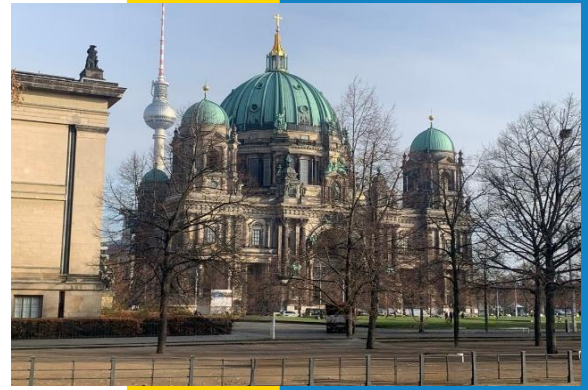
### PARENT HOMEWORK EXPECTATIONS

- Check your child's planner daily.
- Check My Child at School to see what homework has been set and the due date!
- Direct your child to the LRC in the morning and afterschool. Some Year Teams offer homework sessions at the end of the day for your child to attend.



## VISITS & TRIPS

During your child's time at Pendle Vale College there will be many opportunities for visits and trips to support and extend the curriculum. The college will seek to ensure that the costs of any visits are kept to a minimum and will look to subsidise trips wherever possible. However there may be times where a parental contribution will be needed, and a letter will be sent home in advance of the visit. Students have had the opportunity to visit Germany, London and Chester as well as Alton Towers and Blackpool Pleasure Beach. If there are genuine financial difficulties, we would ask that you contact your child's Head of Year to discuss the matter.



## LEARNING RESOURCE CENTRE (LRC)

Pendle Vale are immensely proud of the Learning Resource Centre (LRC). The LRC is open daily from 08:30am to 08:45am and at the end of the school day on a Wednesday and Thursday until 3:30pm. Our LRC offers IT access, printing facilities, book loans and support. There is always somebody on hand to help with technical problems, advice and help with homework and suggestions for good reads.

The LRC is somewhere students can come to read, complete homework, research topics, or revise and prepare for exams and assessments.

New students are provided with an induction lesson on how to use the LRC.

Throughout the year we hold different events in the LRC such as author visits, quizzes, chess tournaments and World Book Day



## ENCOURAGING REGULAR READING

Strong readers are successful people. Having strong literacy skills enables students to be successful in lessons, successful in exams and successful in all walks of life. Reading regularly is the key to better learning and progress. It enhances vocabulary, widens general knowledge and gives escapism rarely found in the hectic age of modern life. We run various activities throughout the year to engage students in reading and create "fun" around the reading experience. We are able to stretch the most able readers and provide support for those who are competent but reluctant readers.

We use the Accelerated Reader scheme where student can receive book recommendations and develop their reading interest. This is particularly successful at supporting the most able readers, giving them suggestions to broaden their repertoire. Students are given an AR book and expected to carry it with them in college. When they have finished, they are encouraged to complete a quiz online to demonstrate their comprehension; this maintains their interest in reading and allows teachers and parents to see improvements that you child is making in these vital skills.



# UNIFORM & APPEARANCE

The college has its own uniform and PE kit which has been selected by the students to allow them to feel part of the College community. It is the policy of the College all students should wear that uniform, and we believe personal presentation is important in the world of work and we want students to develop a sense of pride in how they are turned out.

## Uniform

Main School Uniform required by ALL students
<p><b>Branded</b> Tailored full length straight legged black trouser with the college logo, or a knife pleated knee length Black skirt with college logo worn with black tights. <b>Leggings are not allowed.</b></p>
<p><b>Branded</b> Plain black jumper/cardigan with royal blue strip embroidered with the college logo emblem</p>
<p><b>Branded</b> Pendle Vale Tie (Available from school only)</p>
<p>Plain white shirt with buttons to the collar tucked in</p>
<p>Black socks should be worn</p>
<p>Black head scarves are permitted with no decoration</p>
<p><b>Shoes: Must</b> be leather/leather-look plain black without sports or other logos. Trainers/pumps/boots are <b>not permitted</b>; girls should wear flat shoes with no additional decoration.</p>
Optional items
<p>Trutex black blazer with PC lapel logo and blue lining.</p>

## PE Uniform

PE Uniform required by ALL students		
<p><b>Branded</b> Falcon <b>Royal Blue</b> Hooded Top embroidered with college logo</p>		
Unbranded <b>Royal Blue</b> Polo Sports Top	Or	PV Training Top – long or short sleeve
Unbranded <b>Royal blue</b> short or tracksuit bottoms (not sweatpants and <b>must not</b> include any other sports logo (i.e. Nike etc)	Or	PV Shorts or Tracksuit bottoms
<b>Royal Blue</b> knee length Sports Socks - this <b>must not</b> include any other sports logo (i.e. Nike etc)	Or	PV Sports Socks
<p>Unbranded items <b>must not</b> include any other sports logo Students are <b>not permitted</b> to wear any other base layer underneath both tops</p>		
Optional items		
<p>PV Waterproof Training Top</p>		
<p>Girls are expected to take part in all sporting activities if they need to purchase a sports head scarf to do this, please can this be black or royal blue in colour.</p>		

Please note: If you are uncertain about whether an item meets our expectations, please contact college and check before purchase, we are always happy to support our families in making the right decision for their child.

## Hair, Makeup & Jewellery

Students are expected to wear hair in a neat acceptable style. Hair should be appropriate for college. No stripes, tracks or lines, shaved heads or patterns in hair or eyebrows. Hair should not be dyed and should be a natural colour. If long hair is tied back this should be with a plain, black fastener.

The only jewellery permitted is a watch (No Smart wates/sports watches) and a single pair of plain ear studs (no hoops, rings or flesh tunnels) worn in each bottom lobe, not in other areas of ears. **No other jewellery is permitted.** Tattoos or henna (permanent or semi-permanent) should not be visible. Coloured nail varnish and false nails are not allowed. No false, acrylic, gel or shellac nails along with no false eyelashes

# EQUIPMENT LIST

The following is a list of personal equipment needed by students for their lessons and examinations.

## Essentials:

**A Bag** – Large enough to carry books and files

**Black pens**

**Red & Green Pen**

**Reading book**

**Pencil**

**Pencil Sharpener**

**Ruler**

**Eraser**

**Compass**

**Protractor**

**Calculator** – Logic or Casio

Scientific calculator

**Student Planner** –

Will be provided on the first day of term but another can be purchased from School

**Pe Kit** – For timetabled lesson, when required



# COLLEGE FOOD

All students are invited to breakfast which is served 8am-8:30am free of charge.

Hot and cold food is served every break and lunch in the Restaurant on Level 2 and Café on Level 3. Halal dishes are available.

The College operates a cashless system for the payment of food and drink bought from the dining room. Parents can top up their child's lunch account online through our online payment platform. Information and login details can be obtained from College.

If a student is entitled to a free meal, then the daily allowance will be added to their account at the start of the year. Here at Pendle Vale College we operate two sittings at lunchtime, for those students not on a lunchtime sitting there is an expectation that they will be outside unless the weather prevents this. We ask parents to ensure students are equipped for the weather.

If your child had any food allergies, please speak to the Head of Year so that special arrangements can be made with the kitchen if required.

Free School Meals – First time applicants for free school meals, where students have never been on free school meals – Parents can apply electronically via the link below:

<https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=3>

Parents do not need to reapply for free school meals, as they will transfer over automatically to Secondary School. You only need to notify the Local Authority if you have had a change in Secondary School Offer, from the original School Offer.

# MOBILE PHONES IN SCHOOL

The government says schools should be **mobile-phone-free all day**. This means students cannot use their phone in lessons, at break or at lunchtime.

## What this means for students

- Students **must not** use their phones at all during the school day.
- If you child chooses to bring a phone, it must remain switched off in their school bag or blazer during school hours.
- If a student breaks the rules, staff will confiscate the phone.

## What this means for

- If you need to contact your child, please **ring the school office (01282 682240)** not the child's phone.
- Parents are asked to **support the rules** and talk about them at home.
- Parents will be asked to come in to school to collect their child phone if confiscated.

## Expectations

- Some students may need a phone for exceptional **medical reasons** or other special needs. The school will make **individual arrangements** if needed.

## Why the rule exists

- To help students **focus** in lessons
- To **reduce bullying** and other online problems
- To keep school **calm, safe and ready for learning**

# ICT

## Students at Pendle Vale have access to a great deal of high-quality ICT equipment and have a right to use this as part of their college life.

Students also have a responsibility to use it correctly and sensibly. To be entitled to this right, students must agree to the following responsibilities. Irresponsible use of computers may result in their network or internet access being withdrawn. Anyone causing damage to or tampering with ICT equipment will be held liable to pay for its repair or replacement.

### Student **MUST**:

- **Treat all equipment with respect and keep it clean and tidy, taking special care when using laptops and iPads as these are easily damaged.**
- Always use the PC, iMac, laptop or iPad you have been allocated by your teacher. You will be responsible for this during the lesson and will be accountable for any damage to it.
- **Tell a teacher straight away if you notice anything wrong with the equipment.**
- Always log in properly using your own user name. You must never log into someone else's account or access their files.
- **Take care to keep your passwords secure and never give them to anyone else. Change all default passwords at the first opportunity and choose new passwords you can easily remember**
- You should always lock your account before leaving a machine unattended. If you are unsure how to do so you should seek guidance from a member of staff.
- **Students must never attempt to access or use staff devices/accounts.**
- Save files in your own area with sensible and appropriate filenames. Files with unsuitable names (e.g. containing bad language) or with inappropriate content will be deleted with no forewarning.
- **Promptly delete files you no longer need and organise files you are keeping in folders with suitable names.**
- Tell a teacher straight away if you think someone has been tampering with your files or knows any of your passwords.
- **Always respect copyright and intellectual property rights when using information from the internet. If you are unsure whether you have a legal right to use particular content, please seek guidance from a teacher.**
- You must always have permission from a member of staff to use the network or internet and must always use it responsibly. All network and internet use must be appropriate to education.
- **You must not use the College system for personal use without specific permission from the Headteacher. This includes accessing or attempting to access personal email/social networking accounts and storing personal files – e.g. images, music, videos, etc.**
- Always use your email account responsibly and only use it for college work.
- **You must always have permission from a member of staff to use blogs, discussion groups and similar forums.**
- All messages must be written carefully and politely. Remember that unintended readers may see them.
- **Anonymous messages and chain letters are not permitted.**
- You must take care that you do not give out personal information through email, blogs or any other electronic means.

**Always tell a member of staff immediately if you find anything which makes you feel uncomfortable or which you feel is unsuitable**

**The College** will monitor the use of its computer systems, including access to websites and the interception of email and other electronic communication. The College may delete files without warning where it believes unauthorised or inappropriate use of the College's computer system may be taking place.

In the event material or access raises concerns over the safety of students or potentially illegal activity is identified the College may share this information with appropriate third parties (e.g. Police, Social Services, etc.)

# ATTENDANCE & PUNCTUALITY

**It is vital that your child attend College as regularly as possible. This is important to avoid missing valuable lesson time and falling behind. It is vital that your child aims for 100% attendance. Registers are completed electronically each lesson.**

If your child is unable to attend College you must telephone the College Attendance Office before 8.30am on 01282 682252 to inform them of the reason for your child absence at college.

If the line is busy, please leave a message with your child's name, form and the reason for absence.

When your child comes back to college, they will need to catch up on any work missed.

Unless the College has already been notified, on the first morning of absence, parents/carers will receive a text or telephone call requesting a reason for absence. Truancy from College or failure to provide a reason for absence will result in the absence being coded as unauthorised. This in turn could lead to the issue of a fixed penalty notice if the attendance falls below an acceptable level.

## How does attendance impact on your child's progress?

Students with excellent attendance gain excellent grades. Students get excellent teaching while they are in college. The table below shows the impact of this in 2025. Students with 98% attendance or better performed, on average, half a grade better than all other students nationwide. Conversely, students with attendance below 90% gained grades more than half a grade worse than other students nationally.

Attendance	Progress 8	Attainment 8
98+%	0.56	49.5
95-97.9%	0.43	47.1
90-94.9%	0.02	40.8
Below 85%	-0.7	26



## MEDICALS

Wherever possible appointments should be made out of college hours or at the start or the end of the day so that your child does not miss lessons.

Occasionally students will need to leave College during the day for an urgent visit to the doctor, hospital or dentist. Where this arises students must bring a note in from their parent/carer and take this to the Attendance Office or the Parent/Carer should contact the Attendance Office direct. Students will then be given an authorised absence pass, which they will present at Reception when it is time to leave.

## LATENESS

All students need to be in their classroom for 8.50am, if they are not in college by this time they are deemed as being late. Students enter the building via their designated entrance point.

At 8.50am this door is locked and students need to enter via the main reception on Level 3.

Students will be met at Level 3 by a member of the Senior Leadership Team where they will receive a late mark on the register and be placed in lates detention that same day. Parents/Carers will receive a text informing them that their child will be in a 30 minutes lates detention that day. Students that are late to lesson will receive a same day



## HOLIDAYS DURING TERM TIME

Applications for leave of absence are available at the College Reception or Attendance Office. All requests for holidays in term time will be refused unless there are exceptional circumstances.

If you choose to go on holiday without permission this will be registered as an unauthorised absence. This could lead to you to having a fixed penalty notice issued against your Parent/Carer.

There are 38 statutory College weeks in one year. This means that there are 14 weeks during which time holidays should be taken. An absence of two weeks during college time means you would miss 50 hours of work.



# COLLEGE & HOME

## HOW PARENTS AND CARERS CAN HELP

**Both parents and teachers want the same thing for children - the best possible education.**

**When we all work together, we make a strong team.**

**Here are some ideas for helping us do a better job:**

- Be visible, attend the Parents' Evenings so that you can get to know the teachers. When children see that their parents believe school is important, they feel supported.
- Ensure that your child attends College regularly. Monitor your child's subject books and Homework Diary.
- Support the College in its efforts to maintain proper discipline.
- Be aware of what your child is learning in college.
- Let the Form Tutor know if your child has any problems outside college that might affect his or her schoolwork.
- If you have any concerns or questions do share them with us.
- Let your child know that you have confidence in them, so they believe in their own worth and are more able to face the challenges of school life.
- Try to establish clear, consistent rules for behaviour at home. This helps students adjust to specific rules for the classroom or school.

### GOOD DIET

One important way to help your child in school is to make sure they eat well. Children need food energy to perform well. Try to provide a healthy diet that includes lots of vegetables, fruit, cereals, milk products, meat, poultry and fish. Ensure they drink lots of water and avoid 'fizzy' drinks. We believe that good health is vitally important and depends not just on a good diet but also on exercise during the day and enough sleep at night.

### READING

Help your child become a good reader. Whether your child reads fluently depends partly on you. If a family encourages and enjoys reading, children are more likely to read well and often. Certain things influence children's success and interest in reading, such as wide knowledge and thoughtful talking. Thought-provoking questions stimulate curiosity. Encourage your child to think about past and future events. Help your child hold lengthy conversations to reflect on their experiences.

Television, in moderation, could inspire children to read the book about the dramatisations they watch. Show interest and become involved in your child's reading.

Children who are good readers can make very significant progress in all subjects. As a parent you can encourage your son or daughter by reading to your child (if appropriate) or encouraging them to read.

### WRITING

Help your child become a better writer. Writing is something we all do. It stimulates thought, enables us to communicate with friends and helps us express our feelings. To write well we must:

- *Think clearly.*
- *Have sufficient time.*
- *Read to become a better writer.*
- *Have an interest about which we can write.*

To help your child to write well and enable them to find it easier or more enjoyable, provide a place to write. Have paper, pencils, etc. available.

Respond to your child's ideas but do not write it for them. Encouraging them to make lists will help your child to become organised.

The ability to express thoughts clearly in writing is an essential skill. As writing is based on spoken language, you could talk with and listen to your child at home. As you share experiences and talk about them you might help your child develop a love of words.

## HELP YOUR CHILD DO BETTER IN SCHOOL

*Research has clearly shown that behaviour and attitude affect success in the classroom.*

### Successful students:

**Pay attention.** Children can learn the knack of paying attention. Help them think positively so that they do not say; “It’s hopeless”. Encourage them to think they; “can do it”. Do not let them give up. A useful saying might be; “Quitters don’t win and winners don’t quit”. Encourage them to answer and ask questions. This helps to focus attention.

**Are interested in their work.** Learning is a joint effort - teachers, parents and pupils working together. Children must believe that the hours they spend studying (and the effort they put in) make the difference between success and failure. Do take an interest in your child’s work and results. Discuss them with your child. Reward your child for improvement. Stress the benefits of doing well in school.

**Learn and remember.** Research has shown that success in school is determined not just by intelligence but by the strategies children use to master facts and ideas. Encourage your child to prepare for tests by spacing study over several days.

**Study and know how to get help when necessary.** Enjoy your child learning and have fun helping them to do their best: by working together we can all help to make that happen.

### You can help by providing a quiet, well-lit place for work.

A desk is ideal but a corner on the kitchen table will do. Help your child to create a schedule that is flexible but allows study on a weekly basis. Make sure your child has pens, dictionary, etc. and the correct equipment for college each day.

## SLEEP

Sleep is a foundation of learning, memory and emotional balance, which makes it especially vital for secondary school students juggling academic pressure, social life and growing independence. When teenagers don’t get enough rest their concentration, mood and overall wellbeing take a noticeable hit. Parents can make a real difference by help set consistent sleep routines, encouraging device-free wind down time, and creating a calm environment that supports healthy habits. Even small steps – like agreeing on a reasonable bedtime or modelling good sleep behaviour – can give students the **stability they need to thrive**

## SOCIAL MEDIA

Social Media can be a positive space for learning and connection, but not every student is ready for it at the same age- research shows that in many schools’ conflict out of school relating to social media platforms often presents itself in school. Most platforms set a minimum age of 13, which is a useful baseline for parents to follow – but please check each platform for more guidance. Parents can help by having open, ongoing conversations about what responsible use looks like and set clear expectations around privacy, screen time and respectful behaviour. For younger students – or those not yet ready – parents can guide them toward safer, more supervised platforms until they develop the confidence and judgement needed to navigate social media independently.



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