

NEW INTAKE TO CAMBOURNE VILLAGE COLLEGE 2020/21



CAMBOURNE
VILLAGE COLLEGE

PARENTS AND STUDENTS INFORMATION BOOKLET

*Please refer to the content within this booklet when
completing your registration documents.*

Home Copy for you to keep

This pack gives important information about the College, prior to your child starting with us.

Please read it through carefully and then fill out all sections of your registration documents.

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PRINCIPAL: CLAIRE COATES
CHIEF EXECUTIVE: STEPHEN MUNDAY CBE MA

Home-School Agreement

Our Home-School Agreement has been produced in consultation with parents and Governors.

We are required by the Secretary of State under Section 111(1) of the School Standards and Framework Act 1998 to implement a Home-School Agreement. We believe that Cambourne's Home-School Agreement expresses the spirit of co-operation which will exist between the College, parents, carers and pupils. The principal of partnership is of high importance to the CAM Academy Trust, and this document is an attempt to reinforce our shared commitment to the highest standards of education and to the values and expectations in our Code of Conduct, a copy of which is enclosed.

We would be grateful if you would read through both PACT and the Code of Conduct (RESPECT) with your son/daughter and discuss the implications of each document. Please then sign the electronic copy within your Registration Pack. Your registration documents remain on your SchoolPost account and are available for reference.

If, for whatever reason, you choose not to sign the Agreement, please contact the College.

We look forward to receiving your signed copy of this Agreement and to working with you in the future.

Yours sincerely

A handwritten signature in black ink, appearing to be 'CC', on a light blue background.

Claire Coates
Principal



Cambourne Village College is part of The Cam Academy Trust, a company limited by guarantee and registered in England and Wales with company number 0749 1945. The registered office is at Comberton Village College, West Street, Comberton, Cambridgeshire, CB23 7DU

P. A. C. T.

Parental Agreement with Children and Teachers

PARENTS/CARERS

I/We aim to:

- Work in partnership with the school in supporting my/our child's learning.
- Encourage him/her to follow the Code of Conduct within school, on the journey to and from school and to support sanctions used to reinforce it.
- Support him/her in meeting homework and coursework deadlines.
- Ensure his/her good attendance and punctuality, accounting for absences promptly where permission has not been obtained in advance.
- Ensure that he/she is wearing the correct uniform and is properly equipped for all school subjects.

CAMBOURNE VILLAGE COLLEGE

The School aims to:

- Deliver quality teaching in an exciting and challenging environment whilst maintaining high expectations of your child at all times.
- Encourage him/her to become capable, caring and confident through a broad and balanced curriculum and wide-ranging extra-curricular opportunities.
- Support him/her at school and contact you when we have concerns.
- Monitor and support his/her progress and provide reports and opportunities for consultation.
- Keep you informed about the school.

PUPIL

Will aim to:

- Support the school and my parents/carers in following this agreement.
- Follow the Code of Conduct at all times within school and on the journey to and from school.

Cambourne Village College Code of Conduct

RESPECT

Respect for the community

Respecting our College community involves:

- Respecting your peers
- Respecting all staff members
- Respecting others outside the school
- Supporting charities
- Doing our best to enrich the community in Cambourne.

Respect for yourself

Respecting yourself involves:

- Being aware of your mental and physical well-being
- Asking for support when you need it
- Working to your full potential
- Wearing the correct uniform
- Understanding your right to be respected by others.

Respect for the environment

Respecting our environment involves:

- Respecting the school facilities
- Respecting the safety of yourself and of others
- Respecting the environment in and outside school
- Being eco-friendly (e.g. recycling, not littering, turning the taps off).

These are all the ways we show respect in and around our College. We hope that you can take these values into your everyday lives, not only in and around The College but also outside it, in the wider community.

Safeguarding at Cambourne Village College

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”. We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Safeguarding Children Board procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child’s welfare, including risk from neglect, physical, emotional or sexual abuse. Records of safeguarding concerns may be kept about a child. School staff will seek, in general, to discuss any concerns with parents, including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with legislation and local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service. In all circumstances, the safety of the child will be the paramount concern.

Where there is a need to share special category personal data, the Data Protection Act 2018 contains ‘**safeguarding of children and individuals at risk**’ as a processing condition that allows professionals to share information. This includes allowing them to share information **without consent**, if it is not possible to gain consent, it cannot be reasonably expected that a professional gains consent, or if to gain consent would place a child at risk

Safeguarding staff at Cambourne Village College will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or is likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Safeguarding Lead or Designated Person) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, any person who has care of a child “may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare”. This means that on rare occasions, a school may need to “hold” a child in school whilst Social Care and the Police investigate any concerns further.

CONSENT AND AGREEMENT

The school would like your consent or agreement on some important issues. The forms for the necessary signatures are included in your "Registration Pack". Please will you sign all the relevant replies.

Young People and Unauthorised Drugs

The school holds a clear and straightforward policy. We will not condone involvement with unauthorised drugs. This means that if anyone is caught on school premises buying, using, selling or in possession of unauthorised drugs then the pupil is highly likely to lose their place at the College. By making our position very clear on this, we believe that everyone should know exactly how things stand on this issue.

The school recognises that the use of unauthorised drugs is a major issue for our society. We run a full programme of Drugs Education through our PSHE programme (Personal, Social and Health Education). This programme also includes relevant input on the use of alcohol and tobacco. In the past, we have also held Drugs Awareness evenings for parents. We would certainly do this again if you feel it would be helpful. I would welcome any comments on this.

In the past, we have sometimes contacted parents individually if we learn from informal sources in school that your child is particularly at risk. We will continue to do this and to offer information, support and counselling where this may be of help.

Pupil Internet Acceptable Use Policy

As part of your child's curriculum at Cambourne Village College, he/she is provided with access to the internet. We strongly believe that teaching young people to be discerning users of the World Wide Web and e-mail is crucial as they grow up in the 21st century.

Although there have been some concerns expressed in the media about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Please read through the 'Pupil Acceptable Use of IT Policy' with your son/daughter and sign the relevant consent form in your registration pack. Pupils will be required to accept these rules when they use the school IT facilities.

PUPIL ACCEPTABLE USE OF IT POLICY

The College has the responsibility of providing you with safe, reliable and useful IT resources (network, internet, email, OneDrive, Teams, and The CATalogue) that will help you make the most of your learning opportunities. You have a right to these resources. However, with this right come the following responsibilities:

By reading and signing this acceptable use policy;

- I will take responsibility for my own use of all IT, making sure that I use technology **safely, responsibly and legally**.
- I will take personal responsibility for **my own online safety**. I will **report anything** that makes me feel **uncomfortable or unhappy**
- I will **not send images of myself in my school uniform** to anyone outside of the College, since this could lead to me being identified by people outside our community.
- I **will not take or send images, videos, or other recordings** of anyone, with or without their permission, when at College or involved in any College activities, **unless specifically asked to by a member of College staff as part of a College lesson or activity**. This includes the distribution of images downloaded outside of the College day.
- I will **use email responsibly** and always be **polite and respectful**. I will only use email or other messaging methods that are approved by the College. I will never use IT for bullying or harassing others or in a way that will bring the College into disrepute.
- I **will not download or install** any software or files on the College's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.
- I **will not use a USB drive** (memory stick) or any other form of external, physical storage **to transfer files** to College computers.
- I **will not intentionally gain access to unsuitable or illegal sites** or try to use any programs that allow me to **bypass any filtering/security systems**. I **will report** as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.
- I will only access the College computer systems (network, internet, email, OneDrive, Teams, The CATalogue) **using my own login and password**, which I will keep secret.
- I will ensure that my work **does not break copyright, design and patents law**. I will not use the College IT systems to copy other people's work and pass it off as my own (plagiarism).
- I will use College IT equipment with care and tell my teacher of **any damage** which occurs as soon as possible.

- I will use **network resources responsibly**:
 - I will think and then preview before I print
 - I will regularly review my files and delete them when no longer needed
 - I will only store College-related files and images on the College network
 - I will only use the IT equipment for College related work unless I have permission from an appropriate member of staff

I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of College and where they involve my membership of the College community (examples would be cyber-bullying, use of images or personal information).

I understand that the College may check my computer files, will monitor the Internet sites that I visit and my emails. If I do not follow these guidelines the AUP will be enforced and serious consequences will follow. This may include loss of access to the College network / internet, contact with parents, detentions, isolations or exclusions, and, in the event of illegal activities, involvement of the police.

HOMEWORK

One of the advantages we enjoy at Cambourne Village College is that most of the pupils live within walking/cycling distance of the school, and this gives them the flexibility to stay for after-school clubs and activities. An additional benefit is that all pupils who wish to, can stay after school, between 3 and 4pm, Monday to Friday, to do their homework in the quiet, friendly and supportive environment of the school library, or a computer room.

We believe that completing homework well is essential for a pupil to meet his or her academic potential. Our teachers never set homework 'for the sake of it', nor simply according to a timetable, but always because the task is designed to fit into a particular piece of learning. Often, this needs to be done so that the pupil can take a full part in the next lesson. (Pupils are always given more than 24 hours to complete a homework task.)

At Cambourne Village College we have successfully introduced a system whereby if a piece of homework is not handed in on time, the pupil will stay after school on the same day, to complete it. Clearly we need the support of parents to do this, and we would like your permission to apply these arrangements for your child:

If homework is not produced on time (and we don't accept excuses, such as '*I did it but left it at home...*')

1. The school sends a text message to the parent/carer to explain that the child needs to stay for one hour, to complete the task.
2. The child stays to complete the homework, even if this means missing an event like representing a school sports team. If the homework has been completed at home but forgotten, the child stays for one hour and works on to other homework tasks, or reads.
3. The homework is completed, with support if necessary.
4. The child is up to date in his or her learning for the next day.

This approach has been highly effective in encouraging pupils to do their homework well and to be well organised. It has the advantage that parents will know straight away if a task has not been done, and pupils do not get into the situation of getting behind in a number of subjects. Where support is needed, it is given. The school subscribes to an online platform called Show My Homework. All homework for your child is placed on this platform by the teaching staff and can be viewed by pupils and their parents on computer, tablet or mobile phone. Details of how to log in to this server will be sent to you at the start of the new term. Very occasionally, we may wish to retain a child for a detention for up to one hour after school. In this case, a text message will also be sent to the requested mobile numbers.

We would very much appreciate your support in allowing us to use this approach with your child and ask that you complete the form in the registration pack to show this. Obviously, we will understand if on certain afternoons, you request that the session be put off until the next day, or a mutually convenient time. Where permission is not granted to stay for the hour after school, the pupil will be required to complete their homework during two lunchtimes. However, there will be no access to computers during this time, so it is preferable for the pupil to stay afterschool. Please do not hesitate to contact the College to discuss this approach if you would like to.

SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Pupils' learning at Cambourne Village College is greatly enhanced through a range of activities that take place **during the school day** but outside of the classroom. This could be a Maths lesson involving work on the school field, participating in a football tournament at a different location or working with younger children at a local primary school. Parents and Carers will be informed of these activities at the beginning of each academic year, or as appropriate.

PE Fixtures

There are a large number of fixtures that take place across the year, off-site and **out of school hours**. Pupils are encouraged to participate in sporting activities and many pupils are selected for these fixtures based on their participation in clubs. Parents should note that pupils will be selected and informed about fixtures prior to the event and given the timings of these and details about the location and what to wear. This information is displayed on the board outside the PE office for all pupils to see.

It is expected that it is pupils' responsibility to pass on this information to parents. We therefore do not get written consent for every fixture each week. In the unlikely event that your child is involved in an accident while participating in these activities, staff will access your emergency contact details on the school database. Therefore, please ensure you do inform the school office if these details change. If any parent does not agree with their child being selected and taken on fixtures in this way, please contact the school to make alternative arrangements.

By signing the form within your registration document, you are consenting to your child participating in sports fixtures and activities that are offsite and go beyond normal school hours for the duration of their time here at Cambourne Village College.

Please note that the following trips and activities are **not** covered by this form and you will be asked for your consent prior to your son or daughter's participation.

- Trips which incur a financial cost
- Trips which include adventurous activities
- All residential trips
- All international trips

Parents should note that participation in extra-curricular activities is a privilege, which is offered to pupils who consistently meet our Code of Conduct; pupils who do not meet high expectations of behaviour may not be offered the opportunity to take part in such events. If a pupil is removed from a trip by parents/carers, after payment has been made, the school will keep the deposit and decide on the repayment of any further monies. The school reserves the right to remove a pupil from a trip or visit at any point before the visit takes place, if the pupil is not meeting the school's Code of Conduct and/or Behaviour policies. In this case, the deposit paid by the parents/carers will be kept by the school and the refund of any further monies would depend on whether the place can be filled by another pupil.

TRIPS SCHEDULE

The information below gives a snapshot of the trips available to pupils in various year groups. There is a wide variety of trips available to pupils during each school year throughout their time at Cambourne. Please note that the trips offered change year on year and are reliant on what staff are able to offer, with considerations of cost and educational benefits. We have highlighted the trips that are regularly run each year. We would stress that other trips may not be regularly offered or guaranteed, but have provided information on previous destinations to give you a taste of what could be on offer for your child in order for you to see the variety and scale, and to assist with any budgeting considerations.

Some financial assistance may be available to support some of these; details will be on the information letters for each of these events.

| VISIT/TRIP | WHEN | LENGTH | APPROX. COST | TARGET AUDIENCE/ APPROX. NO OF PLACES |
|---|-----------------------------------|-----------------------|----------------|--|
| YEAR 7 | | | | |
| Curriculum Extension Days | Autumn Term | Day visits | £25-£30 | Whole Year Group |
| Musical Sleepover(s) | Autumn & Spring term | Overnight/Weekend | £5-£10 | Music Band only |
| Cultural Capital Experience (Cambridge) | Spring Term | Day visit | NA | Pupil Premium/FSM |
| PE: Sports Tour (Edinburgh) | Summer Term | 5 days | £450-£550 | 30-40 |
| MFL: Yr 7 Trip to Spain (International) | Summer Term | 6 days | £600-£650 | 30-40 |
| Yr 7 Summer Residential | Summer Term | 5 days | £220-£250 | Whole Year Group |
| History (past venues include the Royal Holloway and the Museum of Archaeology) | Various times throughout the year | Day visits/workshops | £15-£30 | 30-40 |
| Science/STEM (past venues include the Scott Polar Institute and the Royal Holloway) | Various times throughout the year | Day trips/visits | £15-£30 | 30-40 |
| English (past venues include the Fitzwilliam museum, Peterhouse, Performing Shakespeare) | Various times throughout the year | Evening trips | £15-£25 | Variable |
| PE: Sporting Events (past venues include the Copper Box Arena, the Manchester stadiums, Wembley and Twickenham) | Various times throughout the year | Day trips/events | £15-£30 | Variable |
| Music (past venues include Kings College, the ADC Theatre and the Corn Exchange) | Various times throughout the year | Evening trips | £10-£20 | Variable |
| Socials | 1 per term | Evening events | £20-£30 | Whole Year Group |

| VISIT/TRIP | WHEN | LENGTH | APPROX. COST | TARGET AUDIENCE/ APPROX. PLACES |
|---|-----------------------------------|----------------------|--------------|------------------------------------|
| YEAR 8 | | | | |
| Curriculum Extension Days | Autumn Term | Day visits | £25-£30 | Whole Year Group |
| Musical Sleepover(s) | Autumn & Spring term | Overnight/Weekend | £5-£10 | Music Band only |
| Cultural Capital Experience (Cambridge) | Spring Term | Day visit | NA | Pupil Premium/FSM |
| PE: Ski/Snowboarding (Snozone) | Spring Term | Evening trips | £50 | 14-28 |
| Snowsport (International) | Easter Break | 8 days | £1030 | 35 |
| German Exchange (International) | Spring/Summer Term | 7 days | £400-£470 | Open to all |
| French Exchange (International) | Spring/Summer Term | 7 days | £400-£470 | Open to all |
| Spanish Exchange | Spring/Summer Term | 7 days | £400-£470 | Open to all. |
| PE: Sports Tour (Edinburgh) | Summer Term | 5 days | £450-£550 | 30-40 |
| Activities Week | Summer Term | Day visits | £7- £190 | Whole Year Group |
| Activities Week (International - Normandy) | Summer Term | 5 days | £650 | 30-40 |
| Activities Week (Residential – Peak District) | Summer Term | 3 days | £200 | 20 |
| History (past venues include the Royal Holloway and the Museum of Archaeology) | Various times throughout the year | Day visits/workshops | £15-£30 | 30-40 |
| Science/STEM (past venues include the Scott Polar Institute and the Royal Holloway) | Various times throughout the year | Day trips/visits | £15-£30 | 30-40 |
| English (past venues include the Fitzwilliam museum, Peterhouse, Performing Shakespeare) | Various times throughout the year | Evening trips | £15-£30 | Variable |
| PE: Sporting Events (past venues include the Copper Box Arena, the Manchester stadiums, Wembley and Twickenham) | Various times throughout the year | Day trips/events | £15-£30 | Variable |
| Music (past venues include Kings College, the ADC Theatre and the Corn Exchange) | Various times throughout the year | Evening trips | £10-£20 | Variable |
| Socials | 1 per term | Evening | £15-25 | Whole Year Group |

| VISIT/TRIP | WHEN | LENGTH | APPROX. COST | TARGET AUDIENCE/ APPROX. PLACES |
|---|-----------------------------------|----------------------|--------------|------------------------------------|
| YEAR 9 | | | | |
| Curriculum Extension Days | Autumn Term | Day visits | £25-£30 | Whole Year Group |
| Musical Sleepover(s) | Autumn & Spring term | Overnight/Weekend | £5-£10 | Music Band only |
| Cultural Capital Experience (Cambridge) | Spring Term | Day visit | NA | Pupil Premium/FSM |
| PE: Ski/Snowboarding (Snozone) | Spring Term | Evening trips | £50 | 14-28 |
| History Battlefield Trip (International) | Spring Term | Day trip | £100-£120 | 50-60 |
| Snowsport (International) | Easter Break | 8 days | £1030 | 35 |
| German Exchange (International) | Spring/Summer Term | 7 days | £400-£470 | Open to all |
| French Exchange (International) | Spring/Summer Term | 7 days | £400-£470 | Open to all |
| Spanish Exchange | Spring/Summer Term | 7 days | £400-£470 | Open to all. |
| PE: Sports Tour (Edinburgh) | Summer Term | 5 days | £450-£550 | 30-40 |
| Activities Week | Summer Term | Day visits | £7- £190 | Whole Year Group |
| Activities Week (International - Normandy) | Summer Term | 5 days | £650 | 30-40 |
| Activities Week (Residential – Peak District) | Summer Term | 3 days | £200 | 20 |
| MFL: Language Leaders (by application) | Throughout the year | Day visits | NA | Language Leaders |
| Maths Challenge(s) | Various times throughout the year | Day trips | £5-£10 | By selection |
| History (past venues include the Royal Holloway and the Museum of Archaeology) | Various times throughout the year | Day visits/workshops | £15-£30 | 30-40 |
| Science/STEM (past venues include the Scott Polar Institute and the Royal Holloway) | Various times throughout the year | Day trips/visits | £15-£30 | 30-40 |
| English (past venues include the Fitzwilliam museum, Peterhouse, Performing Shakespeare) | Various times throughout the year | Evening trips | £15-£25 | Variable |
| PE: Sporting Events (past venues include the Copper Box Arena, the Manchester stadiums, Wembley and Twickenham) | Various times throughout the year | Day trips/events | £15-£30 | Variable |
| Music (past venues include Kings College, the ADC Theatre and the Corn Exchange) | Various times throughout the year | Evening trips | £10-£20 | Variable |
| Socials | 1 per term | Evening | £20-£30 | Whole Year Group |

| VISIT/TRIP | WHEN | LENGTH | APPROX. COST | TARGET AUDIENCE/ APPROX. PLACES |
|---|-----------------------------------|-----------------------|--------------|------------------------------------|
| YEAR 10 | | | | |
| Curriculum Extension Days | Autumn Term | Day visits | £25-£30 | Whole Year Group |
| Musical Sleepover(s) | Autumn & Spring term | Overnight/Weekend | £5-£10 | Music Band only |
| Cultural Capital Experience (London) | Spring Term | Day visit | NA | Pupil Premium/FSM |
| PE: Ski/Snowboarding (Snozone) | Spring Term | Evening trips | £50 | 14-28 |
| History Battlefield Trip (International) | Spring Term | Day trip | £100-£120 | 50-60 |
| GCSE Art, History and Photography (International – Berlin) | Spring Term | 4 days | £450 | 30-40 |
| Snowsport (International) | Easter Break | 8 days | £1030 | 35 |
| GCSE Geography (International) | Easter Break | 5 days | £890-£990 | 30-40 |
| GCSE related Trips (English, Animal Care, PE, DT, Geography fieldtrips, History and Drama) | Spring/Summer Term | Day visits/Evenings | £30-£40 | Variable |
| German Exchange (International) | Spring/Summer Term | 7 days | £400-£470 | Open to all |
| French Exchange (International) | Spring/Summer Term | 7 days | £400-£470 | Open to all |
| Spanish Exchange | Spring/Summer Term | 7 days | £400-£470 | Open to all. |
| History (past venues include the Royal Holloway and the Museum of Archaeology) | Various times throughout the year | Day visits/workshops | £15-£30 | 30-40 |
| Science/STEM (past venues include the Scott Polar Institute and the Royal Holloway and Red Tile Windfarm) | Various times throughout the year | Day trips/visits | £15-£30 | 30-40 |
| PE: Sporting Events (past venues include the Copper Box Arena, the Manchester stadiums, Wembley and Twickenham) | Various times throughout the year | Day trips/events | £15-£30 | Variable |
| Music (past venues include Kings College, the ADC Theatre and the Corn Exchange) | Various times throughout the year | Evening trips | £10-£20 | Variable |
| Taster Days | Various times throughout the year | Day trips | £5 | Open to all |
| Socials | 1 per term | Evening | £20-£30 | Whole Year Group |
| YEAR 11 | | | | |
| Curriculum Extension Days | Autumn Term | Onsite | NA | Whole Year Group |
| GCSE related Trips (e.g. English, Animal Care, PE, DT, Geography, History and Drama) | Spring / Summer term | Day visit/Evenings | £30-40 | Variable |
| Cultural Capital Experience (London) | Spring Term | Day visit | NA | Pupil Premium/FSM |
| PE: Ski/Snowboarding (Snozone) | Spring Term | Evening trips | £50 | 14-28 |
| Snowsport (International) | Easter Break | 8 days | £1030 | 35 |
| Year 11 Leavers Celebrations (Hoodie, Year Book, Prom and Leavers day) | Summer Term | One day/Evening event | £80-100 | Whole Year group |

SCHOOL POST

School – Home Communication

At Cambourne we will endeavour to use electronic communication with parents as much as possible and have subscribed to a company called School Post. We have found this to be an extremely efficient way to communicate with parents.

School Post currently input all the data for us and create a database named CamVC Post which we then administer. Parents do not have to register for CamVC Post themselves. Once you have completed the contact information and consent form within your Registration Pack, we ask simply that you keep the school informed of any change of contact details. Even if you already use School Post linked to any other school, we ask that you complete this form for each child who is starting at the school as this data is input by School Post, who can only link siblings on their system if they are explicitly informed of the relationship.

Completing the form will permit the school to have a definitive list of all households that are receiving electronic communications. This will allow much more targeted communications to be possible, for example messages by teaching groups regarding particular issues such as information about a homework task.

If you do not have an e-mail address, we will automatically register you to receive paper copies of any correspondence.

If you have any queries about this, please contact our Data manager Beth Cook on 01954 284000 or by e-mail to bcook@cambournevc.org.

GO4SCHOOLS

Attendance, Attainment and Pastoral Communication Service

Go4Schools is an online reporting and communication tool. Teachers and admin staff use Go4Schools to record assessment data and for producing reports. In addition to this we have also been using Go4Schools to register pupil attendance and to record 'behaviour events'. Events are used to track pupil behaviour and to issue appropriate sanctions and rewards.

An app and website offers a concise interface. It will enable you to:

- See your child's timetable
- View your child's current attendance
- View the number of positive and negative behaviour events that have been recorded
- See any upcoming detention sessions (Behaviour Support/Senior Leader Group/Homework Support)
- View Base Band/Targets and the projected/current grade for each subject

It is a fantastic service that allows you to receive up-to-the minute information about your child in school.

In order to log in and use this service, parents will need to use the email address registered with the College. You are then able to assign your own password. We therefore require your consent to share your email address with Go4Schools.

If you have any questions about the general and strategic use of Go4Schools please do not hesitate to contact Mr Leigh Bellis at lbellis@cambournevc.org or via Reception.

SHOW MY HOMEWORK

Sharing Homework and Independent Learning Resources

Show my Homework (SMHW) is an online communication tool, which enables teachers to assign homework and share resources with their pupils. It is an essential part of our teaching and learning practice, helping pupils to fully engage with independent study. The service allows pupils to keep on top of their homework deadlines and also allows parents to see what homework has been set for their child.

Show my Homework can be accessed via a website linked to our portals web page or via an app for smartphones / tablets which can enable you to receive homework notification alerts as you require.

In order to log in and use this service, parents will need to use the email address registered with the College. You are then able to assign your own password. We therefore require your consent to share your email address with Show My Homework

If you have any questions about the general and strategic use of Show my Homework please do not hesitate to contact Mr Leigh Bellis at lbellis@cambournevc.org or via Reception.

WISEPAY – ONLINE PAYMENTS

In order to make it simple for parents to make payments to school, we have adopted the WisePay system. WisePay is used in many schools and parents can make their payments online 24 hours a day, 7 days a week. Parents can make payments for school trips, school meals, uniform and various other items. This means that parents do not have to remember to write cheques or give their children cash to take in to school. Furthermore, WisePay helps parents to view their accounts online where it is easy to track payments that have been made.

An email will be sent to parents over the coming weeks which will give a unique username and password which will enable access to your WisePay account.

School Lunches

Payments may be made to WisePay for transfer to your child's biometric "finger" account to pay for school lunches and other school expenses. Please note, payments have to be made on Wisepay the night before, for the amount to be available to be used within the College canteen the following day.

Money can be paid into the account by three methods:

- By our online payment system, WisePay.
- By cheque, payable to 'The CAM Academy Trust' to cover any amount or period. (As a guide most pupils spend £1.70 - £3.00 per day). A "meal deal" costs £2.30 and includes a main meal and dessert, or a 'cold grab and go' option with drink and dessert. The cheque should have the child's name and tutor group written on the reverse. Pupils should take their payment to the Reception office, who can add the amount to their account immediately. If you require money for more than one pupil, please ensure you send separate cheques. The pupil's names should be written on the reverse of the cheque.
- By cash into the cash unit located in the main corridor. This accepts £20, £10, £5 notes and £2, £1, 50p, 20p and 10p coins. Simple instructions are on the cash unit. *(This system is not encouraged and parents are asked to use online credits or cheques whenever possible.)*

There is a spending limit of £5 per day set by the system. This amount can be reduced, at any time, by written request to the College. The system does not give credit.

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Cambourne Village College wishes to use information about your child as part of an electronically-operated recognition system called 'Vericool for Schools'. This is for the purposes of cashless catering and library borrowing. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Once enrolled, as the pupil enters the canteen, they will place their enrolled fingertip on a finger scanner to make a payment for their food. Finger scanners will also be used to streamline use of library facilities. Under the Protection of Freedoms Act 2012 written consent of at least one parent is required before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their finger scan. The school would like to take and use this information from your child's finger scan, to provide your child with the services mentioned above.

Following the enrolment process, the information will be used as part of an automated biometric recognition system. The scanning process is very simple: Vericool's scanner lights up the fingerprint and effectively takes a photograph. The system will take measurements of your child's finger scan and convert these measurements into a template to be stored on the system. An image of your child's finger scan is not stored. The template (i.e. measurements taken from your child's finger scan) is what will be used to permit your child to access services. The technology is tried and tested and currently used by 30% of all educational establishments.

The system has a number of advantages:

- The school will be able to provide detailed reports regarding transactions
- It reduces the amount of cash in circulation in school, which lowers the incidence of petty theft and bullying
- It provides a much quicker service and reduced queues in the canteen
- It improves efficiency in the library
- It ensures accurate recording of attendance

You should note that the law places specific requirements on schools when using personal information, such as biometric consent information about pupils for the purposes of an automated biometric recognition system.

For example:

- a) The school cannot use the information for any purpose other than those for which it was originally obtained and made.
- b) Be known to the parents as stated above.
- c) The school must ensure that the information is stored securely.
- d) Unless the law allows it, the school cannot disclose personal information to another person/body.

How does the system work?

The computerised tills, Library loan and late registration systems are linked to the main computer system, which maintains details of each individual's credit and entitlement. Please note that **the canteen tills will not accept cash in payment for food.**

The enrolment process will take place during the New Intake days in July.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric consent being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access cashless catering, registration and library borrowing.

If you give consent to the processing of your child's biometric information, please sign, date and return the consent form to the school.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, their data will be securely deleted.

Further information and guidance

This can be found via the following links:

Department for Education's protection of Biometric Information of Children in schools – Advice for proprietors, governing bodies, head teachers, principals and school staff:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

PHOTO AND VIDEO PERMISSION

PLEASE READ AND COMPLETE THE CONSENT FORM WITHIN YOUR REGISTRATION DOCUMENT BEFORE YOUR CHILD STARTS AT CAMBOURNE VILLAGE COLLEGE AS PHOTOGRAPHS FOR IDENTIFICATION ARE TAKEN ON THE FIRST DAY OF TERM

We regularly take photographs of the children at Cambourne Village College. Photographs are used on internal displays around the school and in official school publications. Reduced definition photographs are used on the school websites. The school may also make video recordings of lessons, curricular and extra-curricular productions and events.

Including images of pupils in internal publications and the school website is essential in sharing the work of the school. However, Cambourne Village College is mindful of its responsibilities under the Child Protection and Data Protection Act 1998 and we try to ensure that parents have an opportunity to decide where and when images of their children can be used.

The school is often visited by external print and broadcast media organisations. Access to pupils by such organisations on school premises is only allowed with the prior knowledge of the school and such access is supervised by school staff. Parents should be aware that pupils appearing in external media may be named.

From time to time, we capture footage of lessons for the purpose of teacher development and alternative provision within our Trust. Footage captured by an individual member of staff cannot be accessed by anyone unless that teacher has chosen to share it internally with another member of staff. We will not permit staff to share any footage with anyone outside of our Trust Schools.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please note that when publishing pupil images in any medium, pupil names are only published with an image under exceptional circumstances, for example, where an image with a name has already been circulated in external media. In such cases, the specific permission of pupil and parent will be sought, and the safeguarding implications discussed.

- I give permission for my child's image to be used in published school publications and on internal displays around the school.
- I give permission for my child's image to be used on school websites and social media platforms.
- I give permission for my child's image to be on video or webcam.
- I give permission for audio recordings of my child to appear on video or webcam.
- I give permission for my child to appear in external media.
- I give permission for my child to be photographed for official school identification purposes, held on the school database with staff access only.
- I give permission for my child to have official school photographs taken which will be offered for sale, without obligation, to parents (Individual and tutor group photos taken in Year 7 and Year 11).
- I give permission for my child's name to appear in school publications to accompany their work or to celebrate student achievements.

Conditions of use

- This form is valid for the period of time your child attends Cambourne Village College.
- We will not use the personal details, first name or surname, of any child in a photographic image on video, on our website, on social media platforms, in our school prospectus or in any of our other printed publications unless in exceptional circumstances, for example, where an image with a name has already been circulated in external media. In such cases, the specific permission of pupil and parent will be sought, and the safeguarding implications discussed.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article except in exceptional circumstances as above.
- We will not include personal e-mail, postal addresses, telephone or fax numbers on video, on our website, on social media platforms, in our school prospectus or in any other of our printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels.
- We will only use images of pupils who are appropriately dressed.

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Should circumstances change and this permission status need altering while your child attends the school, please contact Reception in writing by emailing thecollege@cambournevc.org.

FREE SCHOOL MEALS AND THE PUPIL PREMIUM

When you register your children for Free School Meals, the College also receives an extra sum of money from the government for each child, called the Pupil Premium. This money is used to provide a range of educational benefits for the pupils, which can include assistance with paying for extra-curricular activities and visits, and music lessons. Even if you do not wish your child to claim free lunches, by registering for them, you will allow the school to claim the associated Pupil Premium. No other benefits that you may be claiming are affected by this.

Claiming Free School Meals has never been easier; you simply need to complete an on-line application form provided by Cambridgeshire County Council. You do not need to provide any paper proof of benefit. The system will automatically check your child's entitlement to Free School Meals.

Once approved, Cambridgeshire County Council will check that you continue to qualify for Free School Meals on a regular basis, using the Secure Electronic Checking System. There is no need to reapply at the end of the school year. If you haven't already registered with us for Free School Meals and think you may be eligible, please use the link on our website <https://www.cambournevc.org/parent-carer-and-student-information/free-school-meals-and-pupil-premium>. If you are already registered with your Cambridgeshire primary school, then that will automatically transfer over to us. If you are from an out-of-county primary or a private school, you will need to register online as above. Once registered, this will stay in place as long as your children attend Cambourne Village College.

Your children are entitled to Free School Meals if you receive any of the following benefits:

- Income Support
- Income Based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit – but no element of Working Tax Credit - and have an annual income (as assessed by HM revenue and Customs (HMRC)) that does not exceed £16,190
- Guarantee element of State Pension Credit
- Working Tax Credit during the four week period immediately after your employment finished or after you start to work less hours per week
- Universal Credit with an annual net earned income of no more than £7,400 (as from 1 April 2018)

Pupils who receive free school meals are entitled to a two course meal worth approximately £2.35 each day. This amount is added to their biometric account at lunchtime, against any purchases made. It will not appear on the balance of their account for you to be able to view. The funding can only be used at lunchtime (12:40-1:20pm) in the canteen. Any purchases made at breaktime, or over the FSM allowance, will require funds to be added to the account by the parent and carer. If no purchase is made or if the full entitlement is not used, the remaining money is removed from the account. The children cannot be identified as receiving free school meals when they use their account; the process is completely private.

Please contact Mrs Vanessa Popplewell, in confidence if you have any queries or would like help with the FSM application, on 01954 284000 or email vpopplewell@cambournevc.org

CYCLING TO SCHOOL

The school supports pupils who wish to walk or cycle to school since it improves their health and fitness and benefits their general development. However, while wishing to encourage pupils to cycle to school, the decision as to whether your child is competent to negotiate the hazards they may encounter on their route to and from school and back must be yours and yours alone. The school does not accept liability for any consequences of that decision.

Although the school provides appropriate cycle storage, parents are advised to take out appropriate insurance cover as the school's insurance does not cover loss or damage to bicycles.

Cycle Helmets

We recommend that pupils wear a correctly fitted cycle helmet at all times when cycling and use appropriate reflective clothing and bike lights when visibility is poor.

Conditions for Cycling to School

- All bicycles must be in a roadworthy condition.
- Cyclists must ride sensibly and follow the Highway Code.
- Cyclists must ensure they can be seen by other road users, by using bicycle lights and wearing high-visibility clothing, as appropriate.
- Approved cycle training must be undertaken, when available.
- All bicycles must be locked securely in the approved cycle parking area.
- Cyclists must dismount when entering the school grounds, and at all times walk the cycle within school grounds.
- This school reserves the right to revoke permission to leave a cycle in the cycle park in the event that these conditions are not followed.

LOCKER HIRE

All Pupils at Cambourne Village College are provided with a locker to rent for the period of time they spend with us. These provide a secure place for pupils to leave their possessions and are placed in the year group's social area. Leaving items, such as PE kit lying around can result in them being misplaced and becoming lost in a large school.

The cost to rent a locker is £35, for the duration your child attends Cambourne VC. This is a non-refundable payment and can be paid on your Wisepay account. Please contact Katie Reynolds kreynolds@cambournevc.org in complete confidence if you would like to discuss whether the school may be able to offer financial assistance.

LOST PROPERTY

All **named** items of lost property that we receive are always returned to students. We have, on a regular basis, large amounts of unclaimed and unnamed clothing/equipment which accumulates in lost property.

If your child misplaces an item of clothing or equipment, they should first go to their Head of Year office to see if the item has been handed in. There is also a collection of unnamed lost property in Main reception that can be checked and lost PE kit available at the PE department.

Every Friday, unnamed lost property will be displayed in the main entrance hall to the College, for pupils to check. This will be available all day, until the evening. Parents can come and check these items after 4pm. Access to the College will not be allowed before this time.

At the end of each half term, any items which remain unclaimed will be sent to a charity shop for recycling. Alternatively, if they are College uniform items, they may be used by the College as 'spares'

To confirm: all **named** items are returned to students, therefore we would like to remind you that all items of uniform and non-uniform which are worn to, or at College should be clearly named (forename and surname) including coats, PE Kits, trainers and pencil cases.

SCHOOL UNIFORM

We believe that wearing uniform helps to create a sense of identity and community in school. Our uniform is smart, practical and comfortable and we expect pupils to wear it with pride when at school, on journeys between home and school, and especially when representing the school on visits and fixtures. Pupils who do not meet our expectations about uniform should expect to receive a sanction.

All items, including skirts and trousers should be purchased from our school supplier, Essential Schoolwear.

| | |
|--|--|
| Shirts: | Branded College blue polo shirt. (Grey for Prefects). Any garment worn under the polo shirt must not be visible whether the shirt is worn buttoned or unbuttoned. |
| Sweatshirts: | Branded grey College sweatshirt (Black for Year 11). The College sweatshirt must always be worn as the next layer over the polo shirt, when another layer is required. |
| Trousers: | Branded College trousers – should finish below the ankle. They must be worn with plain socks which can be either grey, black or white. |
| Skirts: | Branded skirt – should finish at the knee. Skirts are worn with unpatterned black or neutral tights, <i>or</i> with socks in either grey, black or white. |
| Shorts SUMMER TERM ONLY | Shorts should be plain black, to the knee and of formal style. They should have no logo, patch pockets, studs, decoration or distinctive belt. Jeans or jean-style shorts are not acceptable. Tight-fitting, stretch, skinny-style or excessively wide shorts are not acceptable. They must be worn with plain socks in either grey, black or white. |
| Shoes: | These should be flat and all black with no contrasting logos or symbols. They should be of a traditional style and suitable for movement around a large, busy school. They must be able to be securely fastened, and worn accordingly. Boots, open sandals and high heels are not acceptable. Canvas /fabric shoes are not acceptable. |
| Jewellery: | Stud earrings are allowed. Nose studs and other facial piercings are not allowed. All jewellery and piercings must be completely removed for PE. |
| Hairstyles: | Extreme haircuts and colours as judged by the College are not allowed. |
| Make Up | Natural-looking make-up may be worn. Long fingernails are not acceptable for safety reasons. Fingernails should not be visible above the fingers when the hand is viewed from the palm. |
| Identity Badges | Name badges are issued to all pupils upon entry to the school and are worn on the front of the jumper. This is a compulsory part of the uniform. |
| Outside wear | When travelling to and from school and when outside the school building, pupils are allowed to wear all items of outdoor clothing, including coats, jackets, hoodies, scarves, gloves and hats. None of these should have inappropriate slogans or logos. These should be removed before entering the building. |

PE UNIFORM

| PLEASE ENSURE ALL PE KIT IS CLEARLY NAMED | |
|---|---|
| <p align="center">Compulsory items for both boys and girls</p> <p align="center"><i>Branded items should be purchased from our school supplier, Sports Wear International (SWI)</i></p> <ul style="list-style-type: none"> • Red CamVC polo t-shirt • Plain black shorts • Plain black tracksuit trousers *Our field is very draughty • Long plain black hockey / football socks • Indoor trainers *Not school shoes or pumps eg Vans or Converse • Outdoor "Astro-Style" studs (see additional note below) • Shin pads (for football and hockey) | |
| <p align="center">Compulsory for Boys</p> <ul style="list-style-type: none"> • Red CamVC rugby top | <p align="center">Compulsory for Girls</p> <ul style="list-style-type: none"> • Red CamVC fleece jumper |
| <p align="center">Optional Kit for Boys</p> <ul style="list-style-type: none"> • A plain black, red or white base layer top • CamVC red hoody • Gum shield (for rugby and hockey) | <p align="center">Optional Kit for Girls</p> <ul style="list-style-type: none"> • A plain black, red or white base layer top • CamVC red hoody • Gum shield (for rugby and hockey) • Plain black skort • CamVC black leggings |
| <p align="center">In the Summer Term, pupils can wear either plain black, white or grey trainer socks for PE.</p> | |

Outdoor "Astro-style" studs: These are training shoes that have soles with a higher-than-normal raised moulded pattern, for use on artificial grass surfaces. Boots need to have either dimpled soles, plastic studs or moulded blades; flat soled trainers, metal capped or metal studs are not permitted for health and safety reasons and for maintenance of the artificial infill.

CamVC Black Leggings: The only black leggings that will be allowed in PE lessons will be CamVC black leggings purchased from the School PE Kit Provider. These have a clear CamVC PE logo down the back calf to be easily identifiable.

UNIFORM PURCHASING

Our Uniform is branded and therefore must be purchased from our school suppliers. We use online suppliers for both school uniform and PE kit. Both suppliers are specialists in their markets of PE kit and school wear.

We believe this gives parents the facility to order uniform at a time that is convenient and offers the flexibility of delivery directly to school or home.

The online facility is a simple process and is accessed via the school website. There will be links to follow on the school website or you can access them directly at the following addresses:-

Sports Wear International - www.swischoolwear.co.uk/

Essential Schoolwear - www.essentialschoolwear.com

Total Clothing – www.totalclothing.co.uk

You will need to register your own account on these websites.

Should you not have facility to use the online service, orders can be taken manually with payment via cheque or cash. Cheques should be made payable to 'The CAM Academy Trust'.

We understand the purchase of school uniform may present a burden to some families. Please contact Katie Reynolds kreynolds@cambournevc.org in complete confidence if you would like to discuss whether the school may be able to offer any assistance.

Second-hand Uniform

At times we have second-hand uniform available to purchase. Items will be available on both the New Intake uniform sale days. At any other times, please contact the College.

PE DEPARTMENT PROTOCOLS

PE Kit Protocol

- All pupils are expected to wear the full PE kit of trainers, long black socks, red polo or rugby shirt and plain black shorts, skorts or tracksuit trousers.
- If a pupil does not have their PE kit or part of their PE kit for their PE lesson, they will be expected to borrow kit before the lesson. If a pupil arrives at a lesson without PE kit, they will be offered spare kit. A PE Department detention of 20 minutes will be issued after the third time of forgetting.
- If a pupil refuses to wear spare kit, they will be taken to the Isolation Room and will be issued with a detention.
- If a pupil has lost an item of PE kit, they may bring in spare appropriate sporting clothes until it is replaced. However it will be expected that this is an interim measure and should not last longer than 2 weeks. A message will be placed in the pupil's diary.
- In cold weather, pupils may wear a base layer underneath their polo or rugby top. This must be black, white or red.
- All long hair must be tied up and a hair tie is also part of the PE kit where applicable.
- Pupils should wear no jewellery in their PE lessons: this includes necklaces, earrings or belly button bars.
- If a pupil has trouble removing his or her earrings then this should be done with help from a parent on the morning of their PE lesson.
- Pupils are advised not to have their ears pierced during the school year since earrings must be removed in PE lessons. It is therefore advised that pupils have their ears pierced at the start of the summer holidays in order to allow enough time to heal before starting their PE lessons in September.
- Health and Safety guidelines stipulate that all piercings must be removed. Covering with tape or plasters is not safe and not acceptable. Pupils who cannot remove piercings will be given alternative, independent activities in PE lessons. Pupils who miss PE lessons through successive piercings will be required to make up the lost PE time after school.

Injured / Ill pupils in Lessons

- If a pupil is injured and cannot take part in their PE lesson, a note from their parent or carer is required, detailing the severity of the injury and the limitations of the pupil.
- In the case of a long term injury, where a pupil may not participate physically in PE lessons for more than 3 weeks, a doctor's note detailing the injury/illness is required.
- If a pupil is too ill to be taking part in their PE lessons but well enough to be in school, the pupil is usually expected to remain involved in the lesson through officiating, coaching or leading. Pupils should be prepared to go outside and a warm coat is advised.
- Pupils who are ill or injured must still change into their full PE kit as much as possible for lessons, and the same sanctions as above will apply. If a pupil has an injury or illness which means they cannot change independently, they should wear what they can of their PE kit.

Behaviour in Lessons

- The College Behaviour Policy applies in PE lessons as in all other lessons.
- Repeated incidents of misbehaviour or defiance will lead to contact home and further sanctions, in addition to being placed on Departmental report.

Fixtures Protocol

- All fixture information is placed on the wall outside the PE office before the day. Pupils should check this information, including timings, and let their parents and carers know.
- Pupils cannot attend a fixture if it means they will miss a Behaviour Support or a Homework Support.
- A pupil who consistently misses fixtures at the last minute, due to Behaviour or Homework Support, may not be selected for upcoming fixtures, due to their unreliability.
- Pupils will be representing the school when on a fixture or trip and it is expected that they have immaculate PE kit, hair tied up and no jewellery. Pupils who cannot meet these expectations will not be allowed to attend.