

# **EGGBUCKLAND**

## **College Information**

### **Booklet 2021-22**

Information for you and your  
Parents or Carers

Eggbuckland Community College  
Westcott Close, Plymouth PL6 5YB

Telephone: 01752 779061

Fax: 01752 766650

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

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

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

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

## Contents

<b>Welcome</b>	<b>4</b>
Term Dates 2021 - 22	5
COVID-19 Information	6
Communication & Reporting	7
Student Access to ICT Resources on Mobile Devices and From Home	8
The Student Charter	9
The College Charter	10
Attendance to College and Lateness	11
<b>The College Day</b>	
The College Uniform	16
The College PE Kit	19
Equipment for Learning	20
Classwork, Knowledge Organisers and Homework;	21
Homework Timetable	23
Literacy Marking Codes	24
Break and Lunch Time ( <i>including Free School Meals</i> )	25
College Buildings	26
<b>Student Safety and Wellbeing</b>	
Safeguarding	28
Anti-Bullying	28
Mental Health Awareness	29
Student Ambassador and Leadership Opportunities	30
Extra-Curricular	30
Rewards	30
Behaviour and Sanctions	31
<b>Good to know</b>	
Mobile Devices	34
Fire, Emergency and Alarms	35
Health and Safety	36

Illness and Accidents	36
Medicine Policy	36
Drugs Policy	36
Classroom and Site Care	36
Energy Drinks and Drinks High in Caffeine	36
Valuables	36
Lost Property	37

# Welcome

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

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

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

## ***Head Students***

## **Term Dates 2021-2022**

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### **Autumn Term 2021**

Monday 6<sup>th</sup> September College closed for Staff Training

Tuesday 7<sup>th</sup> September College closed for Staff Training

Wednesday 8<sup>th</sup> September Term begins Year 7 only

Thursday 9<sup>th</sup> September Term begins - Whole College return (8.40am)

***Friday 22<sup>nd</sup> October College closed for Staff Training***

***Monday 25<sup>th</sup> - Friday 29<sup>th</sup> October HALF TERM***

***Friday 17<sup>th</sup> December Term ends (1.25pm) (3.05pm for staff)***

### **Spring Term 2021**

Tuesday 4 January Term begins (8.40am)

**Monday 21<sup>st</sup> – Friday 25<sup>th</sup> February HALF TERM**

Friday 8<sup>th</sup> April Term ends (3.05pm)

### **Summer Term 2021**

Monday 25<sup>th</sup> April Term begins (8.40am)

Monday 2<sup>nd</sup> May Bank Holiday

Monday 30<sup>th</sup> May – Friday 3<sup>rd</sup> June HALF TERM

Friday 22<sup>nd</sup> July Term ends (1.25pm)

Monday 25<sup>th</sup> July College closed for Staff Training

Tuesday 26<sup>th</sup> July College closed for Staff Training

# COVID-19 Information

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The formal response to Coronavirus, as well as COVID-19 advice & guidance, is an ever-changing picture.

Most recent advice and guidance for schools and colleges, including attendance, quarantine, self-isolation requirements, PPE and testing can be found on our college website: [COVID-19](#).

The college is committed to providing a safe environment for all; for this reason, routines such as increased hand hygiene, one-way systems and year group zoning indoors (social time) will remain in place and be reviewed on a regular basis.

Guidance around mask wearing

# Communication

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With the exception of certain documents, we are a paperless school, so all communication from the College will come to your parents via their email addresses or through the SIMS Parent App.

**It is vital that the College has an up to date email address for your parents/carers.**

Your parents or carers can communicate with the College in two main ways:

- Emailing your tutor / teacher (email addresses are included on the reverse of every Progress Tracker)
- You can also contact Reception and request a call from staff on 01752 779061 between 8:20am – 4:30pm or leave a message outside these hours.

## **Newsletter**

We communicate College news, events and information through our weekly online newsletter. This is available on our website and through our Facebook page

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

# Reporting your Progress

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## **Formal Assessments and Feedback**

Formal assessment and reporting procedures are currently under review in the light of the impact of Covid 19 and the College joining the WeST Multi Academy Trust in July 2021.

Further detailed information will be sent to parents/carers in the Autumn Term and this document will be updated accordingly.

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

<p><b>SIM Parent App</b> Parents and carers will need to download the SIMS Parent App to receive communication from the College and individualised information about your college day. Through the website and mobile app they will be able to find out about:</p> <hr/> <ul style="list-style-type: none"><li>● Homework</li><li>● Rewards</li><li>● Behaviour</li><li>● Attendance</li><li>● Current progress</li><li>● Extra-curricular (including school trips)</li></ul> <p>To gain access parents and carers need to visit <a href="http://www.egguckland.com">www.egguckland.com</a> and follow Secondary – Sims Parent Request &amp; Access and complete the form</p> <p><b>SIMS Student</b> You can access SIMS Student from SharePoint or via an app on your mobile phone. The app will remind you of your timetable and your set homework. We can also send you reminders about events or appointments.</p>	<p><b>Student Access to ICT Resources on Mobile Devices and From Home</b></p> <hr/> <p><b>Microsoft Office 365 and OneDrive</b> You have free access to Office 365. This allows you to download Microsoft Office products such as Word and PowerPoint. Office 365 also comes with OneDrive which gives 1TB of storage. This suite of apps will let you access files that you save in OneDrive at home and at College.</p> <p><b>Student SharePoint</b> We store many of our curriculum resources on our SLG. Students can access these resources from home through our website.</p> <p><i>Step 1</i>      <i>Navigate to the College website - <a href="http://www.egguckland.com">www.egguckland.com</a>.</i></p> <p><i>Step 2</i>      <i>Click on the “SharePoint, SIMS Student, Email” button</i></p> <p><i>Step 3</i>      <i>Login to SharePoint - Using your College <b>User Name with @egguckland.com and Password.</b></i></p>
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## The Student Charter

The students created our 'Student Charter' of what would make a perfect learning environment. The Charter gives you a clear list of our expectations of your behaviour in every lesson. We will not tolerate behaviour that disrupts the learning of others.

### Whilst Learning I will...

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

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

The Charter continues with a clear set of behaviour expectations outside of lessons.

### **Whilst in College I will...**

<i>1</i>	<i>...arrive to both tutorial and lessons at the correct time.</i>
<i>2</i>	<i>...Look after our environment by using the litter bins provided.</i>
<i>3</i>	<i>...Keep myself and others safe by displaying appropriate physical conduct.</i>
<i>4</i>	<i>...stay within the designated college areas for my Year Group.</i>
<i>5</i>	<i>...Wear the correct uniform, both in and out of college.</i>
<i>6</i>	<i>...only leave the classroom with the express permission of staff.</i>
<i>7</i>	<i>...always be prepared for learning by having the right equipment for success.</i>
<i>8</i>	<i>...allow everyone to participate in college life by behaving in a tolerant and respectful way.</i>
<i>9</i>	<i>...Always uphold the good reputation of the college.</i>
<i>10</i>	<i>...respect others property by treating it with respect.</i>

# Attendance to College

## Five reasons why attendance to school is vitally important:

1. All students have the right to access a quality education
2. All parents/carers/guardians have a legal responsibility to ensure that a child can access this right. Schools, Colleges and Local Authorities also have legal responsibilities to protect this right.
3. A student's level of attendance to College has a direct impact on their academic progress, social development and self-esteem.
4. Good attendance and punctuality are skills necessary for life.
5. Poor attendance can potentially lead to students becoming isolated from their friends, at risk of bullying, developing poor and unsettled behaviours and could lead to anti-social behaviour or criminal activity.

## Entering the College site

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

## The College Day

8.35am	All students to be on site by this time	<i>There is a 5 minute warning bell at this time.</i>
8.40 – 9.35	Lesson 1	
9.35 – 10.30	Lesson 2	
10.30 – 10.55	Registration	
10.55 – 11.25	Break	<i>There is a 5 minute warning bell at 11.25.</i>
11.30 – 12.25	Lesson 3	
12.25 – 1.20	Lesson 4	
1.20 – 1.55	Lunch	<i>There is a 5 minute warning bell at 1.50</i>
1.55 – 3.05	Roll-call <i>DEAR Time for KS3 – 15 mins</i> Lesson 5	<i>Roll-call locations: Year 7 Upper Quad – Science side Year 8 Upper Quad – Hums side Year 9 Triple Courts Year 10 Lower Quad Year 11 Sports Hall</i>
3.05 – 4.00	Lesson 6	<i>Year 11 only</i>

## **Attendance Realities:**

*“But my attendance is 97%, that’s good!”*

<b>Attendance Percentage</b>	<b>Days missed per year</b>	<b>Lessons missed per year</b>		<b>Classed as a Persistent Absentee by the Local Authority</b>
		<b>KS3</b>	<b>KS4</b>	
97%	7 days or 1 week 2 days	35	42	
95%	10 days or 2 weeks	50	60	
90%	19 days or 3 weeks 4 days	95	114	
85%	29 days or 5 weeks and 4 days	145	174	
80%	38 days or 7 weeks and 3 days	190	228	
75%	47 days or 9 weeks and 2 days	235	282	

Research suggests that 17 missed college days (85 lessons) is equal to a whole GCSE grade drop in achievement.

## **Reporting Lateness or absence**

Whilst we understand that some level of absence is, at times, unavoidable, our aim is for every student to attend school 100% of the time.

If the absence or lateness is unavoidable, we ask that your parent/carer contacts us on the first day of the absence, and then each day of absence after that:

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

**or**

**Phone: 01752 720053.**

If absences are not reported promptly, parents/carers will also receive notification through the SIMS Parent App on every day of absence unless we have been provided with a reason.

It is the legal responsibility for parents/carers to provide reasons for absence and for students, following an absence, to catch up on missed work.

Unjustified absences will be investigated with the help of our Education Welfare Officer from the Local Authority. We report your attendance percentage on your 6 weekly Student Tracker, and you can also view your attendance percentages via the SIMS student and parent APPs.

## **Lateness**

Punctuality to College is vital; you will be considered late for lessons if you arrive more than three minutes after the official of the lesson (unless you have a note to confirm why you are late).

If you are consistently late to College or lessons, we will discuss this with your parents/carers and place you on Attendance Matters report.

In some cases, we may ask for support from the Educational Welfare Officer.

## **Signing In and Out**

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### **Students arriving to the college site after 08.40:**

***A student arriving after this time is classed as Late (after registration closes). In this instance, students must report to main reception to sign in.***

Their time of arrival will be recorded, as well their reason for lateness.

Parents/carers should provide a reason for lateness; providing a reason for lateness can be done by:

- Telephoning the college main reception on 01752 779061
- Emailing the college main contact email.
- Providing a written note or, in the case of a medical appointment, a copy of your appointment letter.

Absences which cannot be accounted for by a parent/carer may:

- Incur a social time sanction.
- Result in that student being placed on Attendance & Punctuality report (if persistent).
- Parents/carers being contacted to attend an Individual Attendance Plan meeting.
- Result in a referral to the Educational Welfare Service.

### **Students leaving the college site before 15.05:**

***Students needing to leave site before the official end of day timing must sign out via the college main reception.***

Their time of departure will be recorded, as well their reason for lateness.

Parents/carers need to provide a reason for early departure; this can be done can be done by:

- Notifying the Pastoral and/or attendance team in advance of an authorised reason for absence.
- Telephoning the college main reception on 01752 779061
- Emailing the college main contact email.
- Providing a written note or, in the case of a medical appointment, a copy of your appointment letter.

Absences which cannot be accounted for by a parent/carer pose a serious safeguarding concern and may:

- Be assumed to be truancy and incur a social time sanction.
- Result in that student being placed on Attendance & Punctuality report (if persistent).
- Parents/carers being contacted to attend an Individual Attendance Plan meeting.
- Result in a referral to the Educational Welfare Service.

# Authorising Absence

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The College have a legal responsibility to work closely with the Local Authority's Educational Welfare Service, who currently define authorised absences as such:

- Illness (unless excessive, whereby medical evidence may be requested)
- Medical appointments (routine medical/dental check-ups should be made out of school hours whenever possible), if the medical appointment occurs in the morning or afternoon, your child is expected to attend school before or after the appointment (you'll need to provide evidence of the appointment)
- Transport that wasn't provided by us when it should have been
- Unavoidable cause (this means an unusual/extraordinary event that couldn't be avoided)
- A specified, limited period for an immediate family member's bereavement, crisis or serious illness
- A funeral of an immediate family member
- Religious observance (you'll need authorisation from the school at least four weeks before the event)
- A specified, limited period for children of service personnel about to go on deployment (you'll need to provide a letter from the Commanding Officer as evidence)
- **One** day for a wedding of an immediate family member (you'll need to provide the invitation as evidence)
- **One** day for an immediate family members graduation ceremony/passing out parade (you'll need to provide the invitation as evidence)
- A **one-off** sporting events/performing arts competitions if your child is participating and is at county standard or above (you'll need to provide a letter from the performing arts/sports regional governing body as evidence).
- Self-isolation for COVID-19 reasons.

## PLEASE BE AWARE:

1. Where a student's attendance is 92% or below, we may not be able to authorise absences for frequent periods of minor illness without medical evidence, such as prescription, medication, sick note, unless there are known contextual circumstances.
2. If we have concerns regarding absence or absence patterns we may ask you to sign a Consent to Share form, as well as completing an Engaging with Absence form, so that we can write to your GP for further information and support, as well as ensuring the right support is in place in school. *We are very aware of the pressures on GP Surgeries without additional appointments asking for medical evidence.*
3. We do not authorise an absence if a student independently arranges to be collected by a parent/carer without following the school policy. The correct procedure is that students report to Main Reception to consult with a First Aid trained member of staff. If we believe that their illness prevents them from carrying on at school we will then contact the parent/carer to inform them of their child's illness and arrange for them to be collected. *Failure to adhere to these procedures pose serious Safeguarding implications.*

## **Unauthorised** *(This list provides examples, but is not exhaustive)*

The Local Authority's Educational Welfare Service, who currently define unauthorised absences as such:

- Family holiday
- School refusal
- Lateness after the school's registration period
- Having no school uniform/shoes
- Bullying
- Friendship problems
- Birthdays
- Death of a pet
- Moving house
- Learning difficulties
- Caring for other family members
- To interpret for family members
- Head lice
- Weddings abroad (even if it's immediate family)
- Family anniversaries
- Travel problems
- Attending immigration interviews with parents or guardian

# The College Day

## The College Uniform

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A high standard of personal presentation is expected of all our students at all times. Choosing to attend Eggbuckland Community College means you are agreeing to conform to our Uniform Policy. You will wear our distinctive, compulsory College uniform with pride, and we welcome the support of parents or carers in this matter.

Please contact Mrs Law on email [vlaw@eggbuckland.com](mailto:vlaw@eggbuckland.com) for information about purchasing College uniform.

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

- **BLAZER & TIE**  
Eggbuckland Community College blazer which should always be brought to College. Tie in the correct House colour
- **SHIRT**  
White shirt – a standard school shirt to be worn with a tie (not soft collar). This must be worn tucked in and with the top button done up.
- **SKIRTS & TROUSERS**  
7, 8, 9 & 10 - Eggbuckland pleated College skirt. Knee length  
11 (Key Stage 4) - A plain black skirt (pleated or un-pleated, but not of a jersey fabric) knee length  
All years - Formal, tailored, plain black, full length trousers with no unnecessary decoration such as zips or buckles. NO jeans, leggings (jersey fabric) or jeggings will be accepted.
- **JUMPERS**  
In winter months only, and in addition to the blazer students may wear a plain, black, V-neck waist length jumper (this is to be worn under the blazer and not instead of the blazer). No other jumper, hoodie or cardigans are allowed under the blazer.
- **SOCKS & TIGHTS**  
Either plain black tights or plain white or black ankle socks can be worn.
- **SHOES**  
Plain black, flat, non-fabric shoes of closed design, with a plain black soft sole and tread. Prohibited styles include, but are not limited to any shoe with coloured decoration or a logo that is not the same colour as the shoe (black), fabric/canvas/ballet/dolly shoes, heels, all boots (ankle/calf or knee length, high top trainers).  
***All shoes must have a closed instep for protection in practical subjects. If inappropriate shoes are worn to practical lessons then the College will accept no responsibility for injury.***
- **SCHOOL BAG**  
A bag suitable for carrying an A4 sized folder, and all other College required equipment, must be brought to school every day.
- **OUTDOOR CLOTHING**  
Any reasonable outside coat may be worn but not if it carries offensive lettering or graphic designs. Coats must not be of leather, simulated leather, or denim.



Hooded tops worn as coats must not have offensive lettering or graphic design, must be worn over the blazer and must be removed upon arrival to college.

A scarf may be worn but taken off indoors.

Hats – students may wear a hat (such as a baseball cap or beanies) outside, provided it has no offensive slogans on it.

Hats must be removed once inside.

**Please label all items.**

### **Jewellery**

**The College strongly recommends that jewellery is not worn to school for Health & Safety reason. However, if it must be worn we will allow:**

- **WATCH**  
One wristwatch
- **EARRINGS**  
one simple, small and plain metallic stud per ear.

No additional jewellery may be worn or brought to school. The only exceptions are items of religious significance such as crosses, Stars of David, etc. (which should not be visible, be worn under the shirt and **MUST BE REMOVED FOR PRACTICAL SUBJECTS**).

***Body piercings with inserted jewellery are not allowed to visible parts of the body (with the exception of ear studs/earrings above). Transparent, plastic piercing retainers are allowed if unnoticeable.***

**Any additional visible piercings undertaken during the school term, or which cannot be removed will be expected to be covered by a plaster.**

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

### **Hair**

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

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

Makeup, if worn at all, should be discreet and natural. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner, false eyelashes and fake tan. Nails should be of a natural colour. French polish on short nails is acceptable.

If any of the above is deemed to be unnatural or extreme we may contact you to discuss this and they student may receive a social time sanction.

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

## **INCORRECT UNIFORM**

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

Students will be asked to remove items that contravene the College Uniform Policy (jewellery, hats, etc.). Further sanctions may follow.

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

Your parent or carer will be keen to support the College's Uniform Policy so if there is any uncertainty in interpreting the policy they should contact the College before purchasing any item. Please be aware that any student who is not complying with the College uniform policy face further sanctions.

# The College PE Kit

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

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

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

## Boys' PE and Games Kit

- Shorts – black with College Logo.
- Rugby shirt – long sleeve.
- Polo top- short sleeve.
- Black long football socks – Egguckland Letter logo.
- White PE socks
- Mainly white trainers with non-marking sole.
- Football boots – moulded studs for use on the synthetic surface. No blades.
- Shin pads for football.
- Gum shield for rugby.
- Hair tie (for long hair).

## Girls' PE and Games Kit

- A choice of college black shorts, leggings or skorts (leggings must be supplied by college due to thickness and breathability)
- Mainly white trainers with non-marking sole.
- Football boots – moulded studs for use on the synthetic surface. No blades.
- White PE socks
- Egguckland outdoor long sleeve shirt.
- Egguckland polo top – short sleeve.
- Shin pads for football.
- Black long football socks – Egguckland letter logo.
- Hair tie (for long hair).

\*Long sleeve black 'base layer' tops can be worn by all students under their long sleeve or short sleeve top for OUTDOOR use to provide extra warmth.

## Sports Academy

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

# Equipment for learning

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## **Equipment**

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

### **Essential equipment**

- A bag and a pencil case
- KS3 (Yr 7-9) – own reading age appropriate reading book.
- Headphones (must be a jack lead to ensure compatibility with school resources)
- Their Student Knowledge Organiser
- Homework books for their lessons that day
- Pen (and a spare)
- Pencil (and a spare)
- Ruler

### **Additional subject specific equipment**

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

Failing to bring the correct equipment will have a detrimental impact on the students ability to properly participate in the lesson and make progress.

Regularly failing to bring the correct equipment will result in a further sanction. .

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

### **Stationery for sale in the library, all items 20p each – Cash only**

- Pen
- Pencil
- Ruler
- Protractor
- Rubber
- Sharpener
- Revision cards
- A4 Plastic wallet

# Classwork and Homework

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## **Presenting Your Work**

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

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

## **Checking Your Work**

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

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

# Knowledge Organisers

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Every student will be issued with a Knowledge Organiser at the start of each half term (approximately every six weeks). **Students are expected to have their Knowledge Organiser with them every day as it is an essential piece of equipment.**

A Knowledge Organiser is an A4 size booklet that gives an overview of all the key information that will be taught, and that students are expected to learn in each subject during that half term. There is space at the back of each booklet for additional notes.

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

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

- Keep your knowledge organiser in a plastic wallet
- You can add notes and annotations to each page and highlight things that you have covered in lessons and then memorised.
- Parents and carers can use this to discuss your learning and set you tasks.
- You will only be provided with one, hard copy of each Knowledge Organiser – so you will be given six each year. An electronic copy will also be put onto the College website and if you lose or damage your copy there is an expectation that you will print out a copy for yourself either at home or in College.
- Knowledge Organisers should be kept as a revision resource.

# Homework Policy

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

- Set homework on a regular basis.
- Set tasks which are suitable and achievable.
- Relate homework tasks to the knowledge organiser and lessons.
- Acknowledge homework, where appropriate, with the following grades:  
**Homework (HWK)**
  - 1 = Regularly completed, with good effort and attainment.
  - 2 = Regularly completed, with reasonable effort and attainment.
  - 3 = Sometimes completed, variable effort and attainment.
  - 4 = Unsatisfactory in terms of completion, effort or attainment.
- Provide support for students at school e.g. homework clubs, Library facilities.
- Provide an exercise book in each subject (where appropriate) that homework can be completed in.
- Set homework in line with the following guidelines:
  - Years 7 and 8 - 45 minutes - 1.5 hours
  - Year 9 - 1-2 hours
  - Years 10 and 11 - 1.5 - 2.5 hours
  - Years 12 and 13 - 2.5 hours or more

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

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

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

## Homework Timetable

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

Homework will be set on the SIMS App with a deadline which should allow sufficient time to complete the work well (usually not the following day). Failure to complete homework to an acceptable standard, or missing the deadline without a note of explanation from a parent or carer, may result in a detention.

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## **Literacy Marking Codes**

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

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

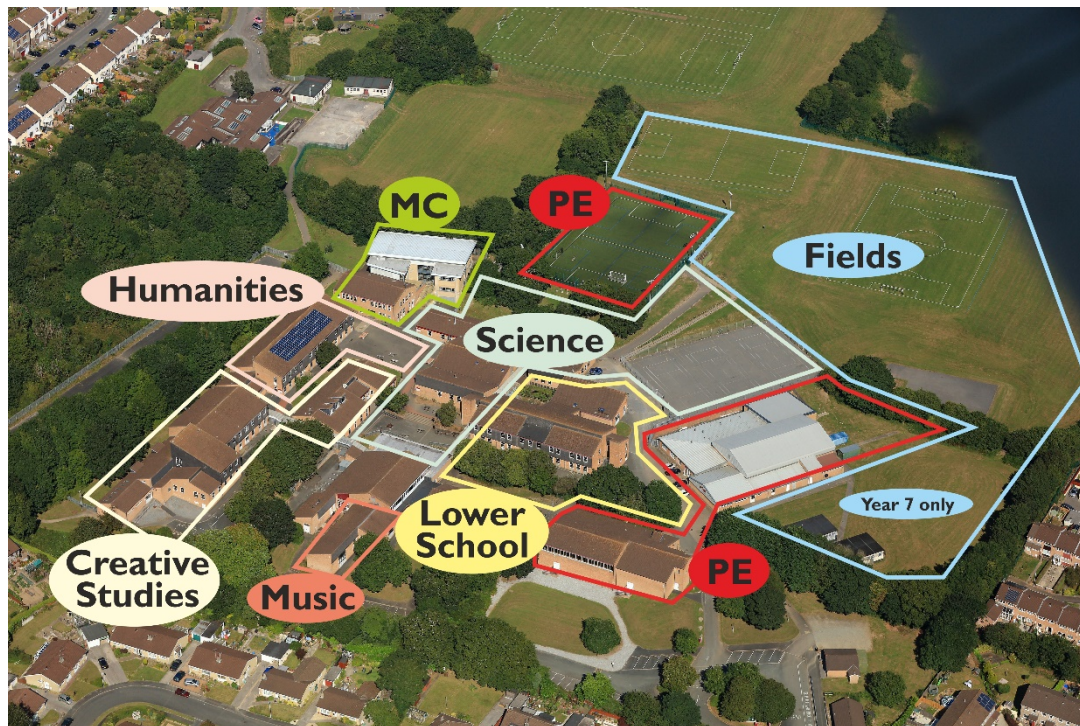
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## Break and Lunch Time

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



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

On wet days, there will be additional indoor spaces provided. Students will be advised of these through their tutors.

### **Cashless Catering**

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

## Free School Meals

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

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

To check the eligibility of whether you can apply for Free School meetings please use the link below:

<https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/freeschoolmeals>

## The Compass

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

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

You can also:

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

## The Lighthouse

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

- Information, advice and guidance related to all aspects of careers, including KS4 and Post 16 options.
- Impartial careers guidance interviews with CSW.
- Work-related learning opportunities, including presentations about specific careers and visits to local employers. Hearing Support Centre and SEND department

**We have both a Hearing Support Centre (HSC) and SEND department on the College site.**

If you would like more information on these provisions and what they can support with then please speak to either:

The College SENDCO: Ian Lowcock contactable on [SEND@eggbuckland.com](mailto:SEND@eggbuckland.com)

Or

The Teacher of the Deaf (Steve Connelly) contactable on [sconnelly@eggbuckland.com](mailto:sconnelly@eggbuckland.com)

## **Library**

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You will find the library in the Lower School (LS) Block.

The library is open Monday - Friday between 8.00am and 4.00pm.

You can borrow two books for up to half a term. Please bring your books to the counter to be issued and discharged. If your book is not returned to the library a reminder will be sent to your school email and to your tutor.

Lost or damaged books must be replaced or paid for.

Stationery is available to buy in the library.

If you have forgotten your computer password or iPad passcode then we can reset it for you. We can also help you to set up your Sims Student account.

The library holds various quizzes and competitions throughout the year.

As in public libraries, anyone found eating or drinking in the library, causing too much noise or disturbing others who are trying to study will be asked to leave.

There is always a member of staff in the library to help with homework, printing or choosing a book.

# Student Safety & Wellbeing

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To report an issue or concern to the safeguarding team please contact them on [safeguarding@egguckland.com](mailto:safeguarding@egguckland.com)

This is a service where students or staff can report any issue to the Safeguarding lead without speaking to them face to face in the first instance.

## Safeguarding

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

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

## Anti-Bullying

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The College takes a strong stance with not accepting bullying. If you feel that you are being bullied, then please report this to any member of staff, including your Tutor or Pastoral leader.

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

In order to be able to fully support you in this matter, we will need to know about incidents of bullying or how you are feeling.

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

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

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

Think about other ways you can respond to bullying. For example, practice saying 'I don't like it when you say that/do that – Stop.'

Think about other people who can help you if you are being bullied – this could be other classmates, or a teacher.

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

**Websites you could visit**  
<https://www.childline.org.uk/>  
 ChildLine tel: 0800 11 11  
<http://www.anti-bullyingalliance.org.uk/>  
<http://www.bullying.co.uk/>

## Mental Health Awareness

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

The College Mental Health lead is Mrs Gibson, email [kgibson@egguckland.com](mailto:kgibson@egguckland.com)

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

<a href="#">Children and young people mental health - Plymouth Online Directory</a>	Plymouth Online Directory can be used to find support for young peoples' mental health. The site has links to organisations offering advice and support for mental health issues. Below are some agencies that offer support and advice. More can be found on the Plymouth Online Directory
<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>	YoungMinds website offers advice and support for young people and their parents/carers. There is a free, confidential parents' helpline, which parents/carers can call if they are worried about how a child or young person is feeling or behaving. <b>Call the Parents Helpline: 0808 802 5544</b> (Monday to Friday 9.30am – 4pm, free for mobiles and landlines) <a href="#">Find help - for parents (youngminds.org.uk)</a>
<a href="http://www.kooth.org.uk">www.kooth.org.uk</a>	Kooth is a free and completely confidential online service that offers emotional and mental health support for children and young people.
<a href="#">Home   The Zone (thezoneplymouth.co.uk)</a>	The Zone have a (drop in) service where you can go in and talk to people and ask for support
<a href="http://www.youngdevon.org">www.youngdevon.org</a>	A local resource for counselling support. See <a href="http://www.youngdevon.org/what-we-do/mental-health-well-being">www.youngdevon.org/what-we-do/mental-health-well-being</a> for more details. Offers advice on their website and self-referral available online or call <a href="tel:08082810155">08082 810155</a>
<a href="http://www.childline.org.uk">www.childline.org.uk</a>	This is a private and confidential line where you can talk to a counsellor for free on 08001111.
<a href="#">CAMHS   Livewell Southwest</a>	Child and Adolescent Mental Health Services (CAMHS) promotes the mental health and emotional wellbeing of children and young people. The emergency support helpline number for those under 18 is 01752 435122. Livewell Southwest's First Response Service is a 24/7 helpline providing advice, support, and signposting for people (adult and children) experience mental health difficulties. If you feel worried about your mental health or that of a loved one or a friend, you can call the helpline on 0800 923 9323.

## **Student Ambassador and Leadership Opportunities**

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Eggbuckland is proud to offer extensive leadership opportunities for all students. This allows students to develop skills and qualities we want to see them utilise and display when leaving the College. These opportunities include:

- Head Students
- 6<sup>th</sup> Form Student Leaders
- Year 11 Prefects
- Student Council representatives
- Anti-bullying ambassadors

## **Extra-Curricular Activities**

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

## **Rewards**

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

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

### **House Rewards**

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

# Behaviour Pathway, Stages and Sanctions

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

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

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

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

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

## Reporting Behaviour

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

### **BEH: Behaviour**

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

## Exclusions

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

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

## **Behaviour Pathway**

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

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

**The student disrupts the learning of others.**

**1<sup>st</sup> Warning (action) e.g. moved location in class.**

(Reasonable adjustments will be made for SEND students)

**The student continues to disrupt the lesson.**

**Student removed to the Compass to continue their learning away from the rest of the class (usually for 2 lessons and social time)**

**Parents informed of the removal via the SIMS App.**

(Possible further sanctions or support; please see Behaviour Stages information)

**The teacher and the student have a restorative conversation.**

(This may be after the end of the College day. We always try and complete this by 3:20pm and make allowance for students travelling by bus)

**The Pastoral Leader (PL) will contact the parent or carer when a student reaches 3 removals. It is likely at this point that the student will be removed from lessons for an extended period of time to allow for further support. A meeting may be arranged with parents to look at further support needed.**

(Please see Behaviour Stages information)

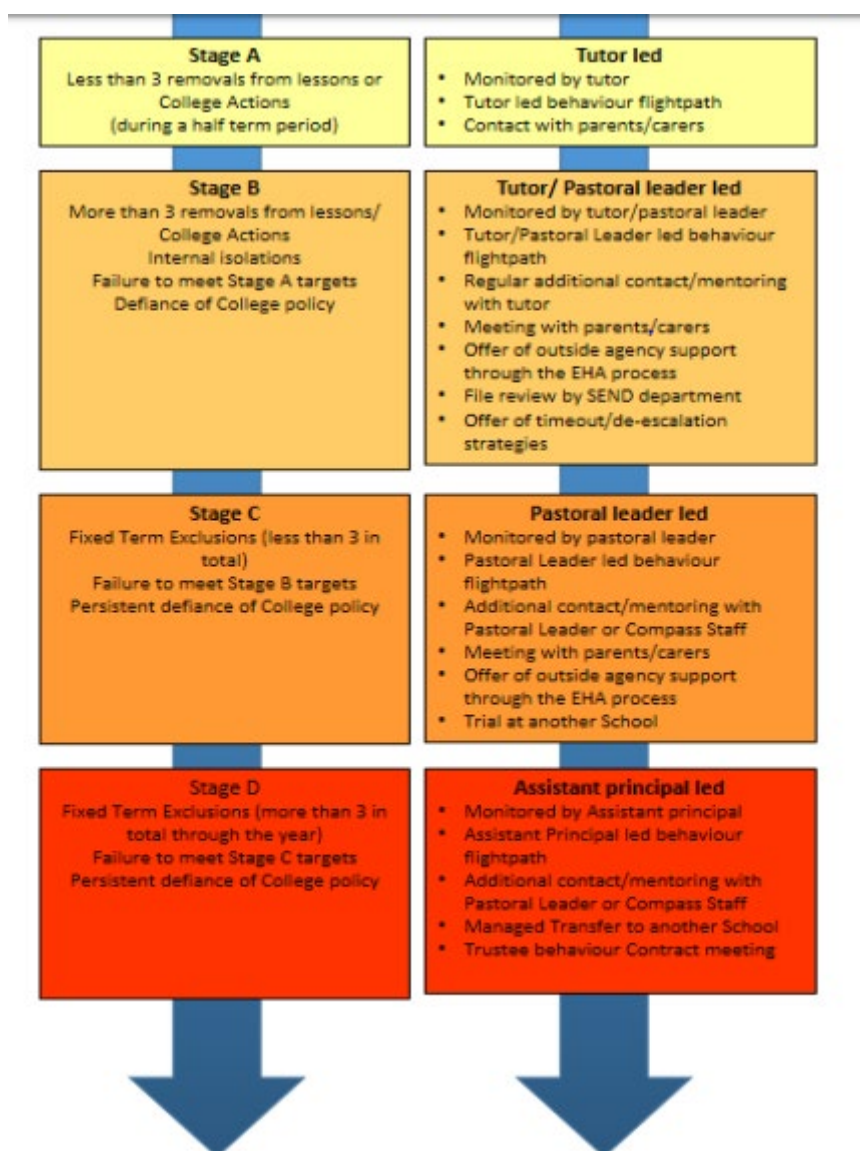
**If the student continues to be removed from lessons for persistently disrupting the learning of others, the PL will contact the parents or carer again. It is likely that at this point the student will be excluded from College for a fixed period of time.**

(Please see Behaviour Stages information)



## Help with poor behaviour – Behaviour Stages

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



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

# Good to Know

## Mobile Devices

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

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

The following rules apply:

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

**IN LESSONS**

**KEEP IT OFF**



**KEEP IT HIDDEN**

# Fire, Emergency and Alarms

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We practice two safety drills, a fire drill and a lockdown drill.

## Fire Drill

- A continuous alarm will sound.
- Staff will instruct students to leave the classroom in an orderly manner.
- Personal items should be left behind.
- All staff and students will make their way, in an orderly and calm manner, to the designated fire assembly points.
- Students are to line up, alphabetically, in their tutor groups, using the muster point signs to ensure you are in the correct group. Students are to remain silent.
- A register will be taken.
- Students will be released by staff, only when it is safe to do so.

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

## Lockdown

- In a lockdown situation, please get to your next classroom or remain in your current class.
- Do not shelter in toilets, group in large open areas or hide in stairwells or corridors.
- Do remain calm and sit on the floor, stay low and quiet, and away from windows and doors until a member of staff or the rescue service gives the all clear.
- Mobile phones should be set to quiet mode, not vibrate – do not make non-essential calls, use the text messaging service if essential contact is needed.

Our Lockdown Policy is available to view in greater depth on the College website.

## Health and Safety

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

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

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

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

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

## Illness and Accidents

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

## Medicine Policy

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

## **Drugs Policy**

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

## **Classroom and Site Care**

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Please remember you have a responsibility to keep any area you use as clean, tidy and as attractive as possible. Use the litter bins and always push your chair under the table after use. Help to keep the teaching and learning environment and the grounds of the College as clean as possible.

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

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

## **Valuables**

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

## **Lost Property**

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