

SIDMOUTH COLLEGE



Believe Inspire Succeed

Principal: Mr J Ingham-Hill

Home/School Agreement



2017/2018



Home/School Agreement

Partnership

The success of any school is built on a partnership between its governors, students, staff and parents. For the partnership to work properly, there has to be a clear understanding of the responsibilities of each partner and good communication between them. The contribution of the College and parents to this partnership are set out in this Agreement. It summarises the part each of us needs to play in securing success for all our students.

Our Agreement with You

We will provide:

- high standards of teaching and classroom behaviour through a safe, caring, disciplined and well-maintained learning environment;
- a broad and balanced curriculum which aims to meet the needs of all students;
- the setting of extension and enrichment work (homework) appropriate to students' age and ability;
- opportunities for your child to develop a wide range of interests beyond the formal curriculum;
- regular information on your child's progress;
- an open and welcoming environment and opportunities for you to become involved in the life of the College.

Your Agreement with Us

We ask you to:

- support the College's aims;
- support and encourage your child in their learning, monitor extension and enrichment work through Show My Homework and encourage their involvement in extra-curricular activities;
- monitor their Student Planner and the collection of lesson stamps;
- attend parent consultations and support College events;
- support 'the Sidmouth College Way' — the College's Code of Conduct and guidelines for behaviour;
- keep us informed about any concerns that might affect your child's work or behaviour;
- not take family holidays during term time.
- ensure your child attends College regularly, on time, properly equipped and in uniform.

‘The Sidmouth College Way’

The Sidmouth College Way is a clear set of key expectations we have of all our learners within the College and wider community. Students are expected to:

Be ready to learn:

- Have the right equipment
- Wear the correct uniform in the correct way
- Be on time to lessons
- Settle quickly on entering a classroom
- Sit according to the designated seating plan
- Follow instructions

Enable others to learn:

- Be patient with others
- Listen to others
- Respect people’s personal space and property
- Take your turn

Treat others and the environment with respect:

- Only eat in the designated places
- Do not drop litter
- Remember that manners matter
- Make sure others feel safe around you
- Speak to others as you would like to be spoken to
- Be a good role model to others

Work to the best of your ability:

- Show a positive attitude
- Be organised
- Use your Student Planner effectively
- Play your part in College life

Fulfil your responsibilities:

- Listen to adults and other students
- Respect each other and people’s feelings
- Make the College a safe place
- Remember that you are responsible for your own actions
- Follow the Sidmouth College Way

Praise

We will always seek to praise effort, commitment and achievement of every sort and, where appropriate, celebrate it publicly through displays of work, our regular newsletter, awards evenings and through the local press.

All students will routinely collect stamps in lessons which recognise when they are organised, well prepared and ready to learn. Stamps are collected in the Student Planner each lesson and monitored by tutors each week.

'The Sidmouth College Way' follows a Praise (P) system. Students earn points as set out below:

Action	Points	Positive Student Action
P1—You	+1 Points	Working well for yourself Such as: <ul style="list-style-type: none">• Good contribution to your own learning• Improvement in your learning• Good organisation skills• Well maintained homework and classwork• 20-25 Stamps collected
P2—Others	+2 Points	Being a good role model to others Such as: <ul style="list-style-type: none">• Excellent contribution to learning• Special consideration given to others• Respect shown for others/environment• Acting as a support for others/College events• 26 Stamps collected
P3—College	+3 Points	Supporting the ethos of the College Such as: <ul style="list-style-type: none">• Nomination by each Department area/Year• Consistent effort or outstanding actions• Promoting the values and ethos of Sidmouth College• Being a good role model; meeting the expectations of the 'The Sidmouth College Way'.
P4—Community	+4 Points	Achievement which benefits the College and the wider community Such as: <ul style="list-style-type: none">• Excellent attendance (98%+)• Top achiever in Department or subject areas• Community service—supporting the wider local community• Participation in College/community life beyond expectations• Outstanding effort/conduct throughout the year

Students' hard work will be celebrated in a number of ways, with the opportunity of on-going celebration on reaching Sidmouth College milestones.

Nominated students and top achievers will be recognised at Awards and Celebration Events throughout the year.

Consequences

To support 'the Sidmouth College Way', it will sometimes be necessary to apply consequences, ranging from verbal warnings, meeting with teachers, detentions or, where necessary, internal/external exclusions.

'The Sidmouth College Way' incorporates the following Consequence (C) system. Students will be deducted points as set out below:

Action	Points	Negative Student Action	Consequence
C1—You	-1 Points	<p>Not being ready to learn and affecting your chances of success:</p> <p>Actions you do that affect your own learning ie: not following basic expectations explained in the 'Sidmouth College Way'.</p>	<p>Things that will happen:</p> <ul style="list-style-type: none"> • Clear warnings will be given to you so you can correct your behaviour • Meeting with your class teacher/tutor outside the normal lesson time/tutorial (up to 10 minutes) • 1 negative point will be recorded on your behaviour log reflecting the severity of your behaviour. <p>Other options that may be used:</p> <ul style="list-style-type: none"> • You may be moved or the seating plan changed • You may be asked to remain behind at the end of the lesson/do community service
C2—Others	-2 Points	<p>Disrupting the learning of others:</p> <p>Actions you do that affect the learning of others. This includes persistent C1 behaviour</p>	<p>Things that will happen:</p> <ul style="list-style-type: none"> • Meeting with Subject Teacher/Head of Department or Tutor outside the normal lesson time (up to 20 minutes) • 2 negative points will be recorded on your behaviour log for each incident <p>Other options that may be used:</p> <ul style="list-style-type: none"> • Parents/Carers may be contacted
C3—College	-3 Points	<p>Anti-Social Behaviour that affects the College/community:</p> <p>Actions you do that affect the College and its communities. This includes persistent C2 behaviour OR single serious incident.</p>	<p>Things that will happen:</p> <ul style="list-style-type: none"> • Department parking • Subject/Department detention • Department/Year referral • 3 negative points will be recorded on your behaviour log. <p>Other options that may be used:</p> <ul style="list-style-type: none"> • Parents/Carers contacted and invited into College • Disciplinary Panel Meeting • Sidmouth College Inclusion Phases and report card • Referral for additional behaviour support
C4—Community	-4 Points	<p>Anti-Social Behaviour that affects the College/ community:</p> <p>Actions you do that affect both the College and wider communities. This includes persistent C3 behaviour OR single serious incident.</p>	<p>Things that will happen:</p> <ul style="list-style-type: none"> • 'Alternative Day' or a Fixed Term Exclusion • 4 negative points will be recorded on your behaviour log. <p>Other options that may be used:</p> <ul style="list-style-type: none"> • Parents/Carers contacted and invited into College • Governor's Disciplinary Panel Meeting • Sidmouth College Inclusion Phases and report card

Home/School communication

We believe it is vital to keep parents informed about general College matters as well as information about individual students. There are several ways we seek to do this:

- ❑ The Prospectus, which contains general information about the College and its curriculum. This and other information is available on the College website:
www.sidmouthcollege.devon.sch.uk
Please contact the College Office if you would like a printed copy of any of our publications.
- ❑ The College website; an excellent way to keep in touch with College information and events
- ❑ SIMS Learning Gateway—information about your child through a secure website
- ❑ SIMS In Touch —fast and effective communication via text and email
- ❑ A regular newsletter on the College website and sent via SIMS In Touch
- ❑ Annual review newspaper distributed at Open events and electronically via the website
- ❑ Regular consultations with tutors and subject teachers, using our online Parents' Evening Booking System
- ❑ Student Monitoring Reports
- ❑ The Student Study Planner

We will contact you individually if there are specific concerns about your child. Equally, we encourage you to contact us if you have any concerns you wish to discuss. Contact details for all staff are available on our website. In such cases, you should email or phone ahead to arrange a meeting with teachers, rather than drop by unexpectedly. Please remember that teachers have 100+ students, each with needs, as well as a busy day with teaching and administrative responsibilities.

Teachers will endeavour to respond to parents' enquiries in a timely fashion. Simple queries should receive a response before the end of the school day following the request. For more complex matters, teachers may take up to five working days to respond. In all cases, we will do our best to respond promptly and appreciate your patience.

"An active, efficient and effective communication network will positively affect student learning"

Opportunities for parental involvement

We welcome the active support of families in the life of the College.

The Sidmouth College Association (SCA) encourages the involvement of all parents and friends in its activities and provides a forum where parental ideas and views are welcomed. The Chairman of the SCA can be contacted through the College office. Alternatively, you can indicate your interest in active involvement in SCA activities on the reply slip inside this publication.

There are sometimes opportunities for parents to support on a voluntary basis, for example, in the library and on school visits. Please contact us if you have any expertise, time or specific support you feel you can offer.

In addition, there are five parent governors on our Governing Body. Each governor spends a maximum term of four years supporting the College through governance. There will be opportunities for you to nominate yourself or other parents during the time your child is at Sidmouth College. Please contact the College for information regarding current vacancies.

Use of Internet by Students

As part of the Government ICT in Schools Scheme, and to support learning opportunities within the College, your child will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet is now a common source of educationally useful material and, increasingly, the primary distribution medium for a wide range of organisations. Nevertheless, certain material on the Internet would be considered unsuitable for school students and the IT Support Team has taken steps to minimise access to such material. These include:-

- ❑ **Use of a filtered Internet service to prevent access to Internet sites with certain types of material**
- ❑ **The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult. This will include mobile devices.**
- ❑ **Tracking mechanisms that enable the College to identify which Internet sites have been visited and to monitor Internet access**

Please Note:

- ❑ **All users of College computer equipment must abide by the Acceptable Use Policy (set out below). Users not abiding by the Policy may have their right to use the systems withdrawn. The policy is displayed in all rooms where there is student access to computers**
- ❑ **Users are responsible for their use of College computer systems. They are provided for use by students to support their education. Users are expected to respect the property of others, in particular data held on College systems**
- ❑ **The College reserves the right to examine or delete any files held on its computer systems and to monitor any Internet sites visited**
- ❑ **All students are taught an e-safety curriculum delivered by the ICT and PSHE department. Due to the rapid development of internet technologies this curriculum is constantly updated and students are regularly made aware of current e-safety issues. Advice and guidance is given to keep them safe when online, including responsible internet behaviour and the reporting of instances of cyber-abuse. We therefore expect all students to behave responsibly when online and to record and report any instances of cyber-abuse.**

Acceptable Use Policy

We use the College computers, Wi-Fi and Internet connection for learning. Our Acceptable Use Policy helps us to be fair to others and keep everyone safe. As part of the Policy, students are required to:

- ❑ Ask permission before entering any website, unless their teacher has already approved that site
- ❑ Only use their own login and password on the College network and keep them secret
- ❑ Not look at, or delete, other people's files
- ❑ Only email people they know, or whom their teacher has approved
- ❑ Only send polite and sensible messages
- ❑ When sending email, not give their home address or phone number, or arrange to meet anyone

- ❑ Ask for permission before opening an email attachment sent by someone they do not know
- ❑ Not use Internet social networking sites
- ❑ Tell a teacher immediately if they see anything they are unhappy with or receive messages they do not like. The College may check computer files and monitor the Internet sites they visit
- ❑ Understand that if they deliberately break these rules, they could be stopped from using the Internet or College computers.

Mobile Phones

- ❑ Sidmouth College recognises that mobile phones can be an integral part of many secondary College children's daily life within today's technological society.
- ❑ The College accepts that parents may wish their child to have a mobile phone for their journey to and from College.
- ❑ Where a mobile phone is brought into College, it is entirely at the student's and parents' own risk. The College accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into College.
- ❑ Mobile phones which are brought into College must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the College. They must remain turned off and out of sight until the student has left the College site at the end of their day.
- ❑ Occasions may arise where there may be a legitimate reason for making use of mobile phone technology within a lesson. In this instance mobile phones can only be used if a teacher specifically requests that students use them within their lesson.
- ❑ It is strictly against College rules to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
- ❑ Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents may be informed. If the action is repeated, offensive or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.
- ❑ In accordance with Sidmouth College's Internet Acceptable Usage Policy and E -Safety Policy, the College reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
- ❑ As young adults, Sixth Form are permitted to use mobile phones within study areas and the Sixth Form common room.
- ❑ The PE changing rooms are left unlocked once students have left to go to their activity therefore valuable items must be handed over to PE staff who will lock them away safely and return them at the end of the lesson. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the PE Department's policy of handing valuables in. Any mobile phone taken from the changing rooms having not been handed in cannot be the responsibility of the College.
- ❑ Where parents or students need to contact each other during the College day, they should do so only through the College's telephone system (via Reception) and not via student mobile phones.

- ❑ This policy has been devised to ensure that efficient, effective and safe environments for learning can be maintained at all times. We rely on the cooperation of parents and carers in supporting this policy. If you do not wish the College to confiscate a phone then please ensure that your child follows this policy.

Sanctions that apply if the policy is not followed

- ❑ If a student is observed using a mobile phone by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it to College Reception for safe storage, where it will be stored in a locked, safe space, clearly communicating to the Reception staff the name of the student the phone has been taken from and the circumstances which led to the confiscation.
- ❑ When a mobile phone is confiscated, the matter will be recorded on the child's SIMS behaviour log by the member of staff who confiscated the phone. This is done so that the consequence given by the subject or Pastoral staff is fair and consistent.
- ❑ On the first occasion on which a student's phone is confiscated within a term, they will be able to collect it from the Reception at the end of the day.
- ❑ On the second occasion within a term on which their phone is confiscated, their parent/guardian will be contacted and asked to collect the phone in person.
- ❑ On the third occasion within a term the phone will be held by the College until 3.35pm on the Friday of the week in which the phone was confiscated and the parents informed of this by the College.
- ❑ Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior or Extended Leadership Team and the refusal will be treated as a disciplinary matter.

College Policies

All College policies, including our Safeguarding policy (Child Protection Policy), can be accessed on the 'College Policies' page (under the 'About Us' tab) on the College website:

at www.sidmouthcollege.devon.sch.uk

Use of Student Images by Sidmouth College

Occasionally, we may take photographs, video recordings or webcam recordings of the students at our College for educational use and to celebrate individual, team and group achievements and success. This could include displaying or using the images on project boards, in the College newsletters, at College conferences, in College projects or for historical purposes, such as class photographs and Year Books.

There are also times when our school is visited by the media who will take photographs or video footage of a visiting dignitary or a high profile event. Students will often appear in these images, which may be published in local or national newspapers, or televised programmes.

The images the College takes of its students may also be used as 'promotional material' for the College and could be published on leaflets, in our prospectus or on our website.

The Data Protection Act 1998 requires that we obtain your permission before we photograph or make use of any recordings or pictures of your child when used for promotional purposes and you will have received a consent form with this publication that you need to complete and return to the College. Before doing so, please read our 'Conditions of Use' set out overleaf.

****Please note that, if you decide not to give your consent, it will be the your child's responsibility to exclude themselves from photographic and video recording situations.****

Student images—Conditions of Use

Please find below our conditions for using your child's image(s):

- *The consent you provide for the use of your child's images for promotional and educational purposes will be valid for the period of time your child attends this College and will not be used once your child has left (unless you state otherwise).*
- *We will only use the minimum amount of personal information about your child in any publication (such as first name and surname, College name and possibly year group) and will never reveal personal email addresses, home telephone numbers or home addresses.*
- *We will not use your child's image for any purpose if it would prejudice the interests of your child.*
- *We will only use images of students who are suitably dressed i.e. in a College uniform, appropriate dress, or PE kit.*
- *We will not use your child's image for any reason other than those stated, unless we have a legal obligation/ power or have received further consent from you.*
- *We will keep your child's images and personal information secure and will destroy individual images when your child leaves the College.*

