

NEW INTAKE TO CAMBOURNE VILLAGE COLLEGE 2024/25



CAMBOURNE
VILLAGE COLLEGE

FAMILY AND PUPIL 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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CAMBOURNE VILLAGE COLLEGE

An Academy of



EXECUTIVE PRINCIPAL: CLAIRE HEALD



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thecollege@cambournevc.org
www.cambournevc.org

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 principle 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 Behaviour Policy, a copy of which is enclosed.

We would be grateful if you would read through both the Home School Agreement and our Respect Values with your child and discuss the implications of each document. Please then sign in your MCAS (My Child at School) portal to show that you've read the agreement.

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

We look forward to working with you in the future.

Yours sincerely

Lynn Mayes
Principal



Cambourne Village College is part of The Cam Academy Trust, a charitable 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.

Home School Agreement

The School aims to:

- Deliver quality teaching in an exciting and challenging environment whilst maintaining high expectations of your child at all times.
- Encourage all staff and pupils to follow our 'Respect Values'.
- Deliver a broad and balanced curriculum, including a wide range of extra-curricular opportunities.
- Safeguard and support pupils and contact parents/carers where necessary.
- Monitor and support pupil progress and provide reports and feedback to parent/carers.
- Keep parents/carers up to date about the school.

PARENTS/CARERS

I/we aim to:

- Work in partnership with the school in supporting my/our child's learning.
- Agree to the School and Trust policies as outlined on our website.
- Encourage my/our child to follow the school's 'Respect Values' within and beyond the school.
- Support my/our child in meeting homework and coursework deadlines and monitor their learning and progress.
- Ensure my/our child's good attendance and punctuality and inform the school of any absence as per the Attendance Policy.
- Ensure my/our child wears the correct uniform and are properly equipped for learning.
- Communicate in a respectful and timely manner with the school.

PUPILS

I aim to:

- Support the school and my parents/carers in following this agreement.
- Follow the school 'Respect Values' within school and in the community.
- Engage with all my learning opportunities both inside and beyond the classroom.
- Follow all school policies both within school and in the community.

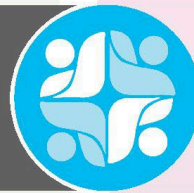
All parties agree to sign this document electronically as part of the school enrolment process.

RESPECT: YOURSELF



- Your health & wellbeing
- Your learning & aspirations
- Your uniform & presentation
- Your attendance & punctuality

RESPECT: COMMUNITY



- All staff
- Your peers
- Our local community

RESPECT: ENVIRONMENT



- Everyone's safety
- Our school facilities
- Our global environment

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. We ask that parents and carers 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 information for the necessary consent is available on MCAS (My Child at School). Please read all of the information below before giving consent.

Pupil Internet Acceptable Use Policy

As part of your child's curriculum at Cambourne Village College, they are provided with access to the internet. We strongly believe that teaching young people to be discerning users of the World Wide Web and email 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 child and sign the relevant area on your MCAS (My Child at School) portal, to confirm that you have read it. 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 pupils with safe, reliable and useful IT resources (network, internet, email, OneDrive, Teams, and The CATalogue) that will help pupils make the most of their learning opportunities. Pupils have a right to these resources, but pupils (and their parents/carers if working remotely) will be expected to take responsibility for the use of all IT related to schoolwork, making sure that the technology is used safely, responsibly, and legally.

The following is the list of general expectations for pupils. [The full policy can be found on the school website.](#)

- Pupils must not give out any personal details or arrange to meet someone online without the written permission of a parent, carer or teacher.
- Pupils should report anything that makes them feel uncomfortable or unhappy to a teacher or trusted adult.
- Pupils must not make or distribute still images or recordings (video or audio) of anyone involved in any school activities unless they have been given permission to do so by a teacher, or other adult, in relation to a school activity.
- Pupils must use email and other school messaging systems responsibly, and always be polite and respectful.
- IT systems must not be used for bullying or harassing others or in a way that will bring the school into disrepute.
- Pupils must not download or install any software or files on the school's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that they do not know.
- USB drives (memory sticks) must never be used with school equipment.
- Pupils must not intentionally gain access to unsuitable or illegal sites nor try to use any programs that allow them to bypass any filtering/security systems.
- Pupils must not access any video broadcasting or social media sites unless given permission to do so. Any accidental access to such sites must be reported as soon as possible.
- Pupils must only access the school computer systems (network, Internet, email and the CATalogue) using their own login and password, which must be kept secret.

- Pupils must ensure that their work does not break The Copyright, Design and Patents Act. The source of information (words, images etc.) must be acknowledged.
- Pupils must not use the school IT systems to copy other people's work and pass it off as their own (plagiarism).
- Pupils must use school ICT equipment with care and report any damage which occurs as soon as possible.
- Pupils must use network resources responsibly:
 - think and then preview before I print;
 - regularly review my files and delete them when no longer needed;
 - only store school-related files and images on the school network;
 - only use the IT equipment for school related work unless I have permission from an appropriate member of staff.

Pupils should understand that the school also has the right to take action against them if they are involved in incidents that contravene this policy or other school policies relating to acceptable pupil behaviour, when they are out of school or where they are involved with any member of the school community (examples would be cyber-bullying, use of images without consent, or sharing personal information).

iPads for Learning

Our Aims

At Cambourne Village College we are committed to giving every student the best education possible. There is no doubt that digital technology will continue to transform the workplace and all aspects of our lives. We have a responsibility to our pupils to equip them with the skills necessary to succeed in that 21st century workplace: to be digitally literate; to be able to think and work independently; to be able to problem-solve and to collaborate with one another. We believe that technology can play a crucial role in the classroom, transforming the learning opportunities available to our pupils.

As part of a Cross-Trust initiative, Cambourne Village College integrates iPads into teaching and learning at the College. Your child's intake will be the latest year group to join the iPads for Learning programme, and reap the benefits of this technology.

We Believe

We believe that embracing more fully the potential of the use of IT in the education process can help students to:

- **Learn powerfully**
- **Learn for life**
- **Learn from each other**

The use of iPads by pupils on a 1:1 basis has the potential to: provide opportunities to enhance pupils' overall learning experience; give access to learning anywhere, anytime – both in classrooms and at home; narrow the digital divide between pupils; encourage pupils to become more independent in their learning; personalise learning to suit individual pupils and provide opportunities to create and share work.

We believe that iPads empower us to work together to open new avenues to learning, so that our pupils are flexible, creative, and better prepared for the future.

Funding Our iPads for Learning Scheme

We want all pupils in our College to have the excellent opportunity that a personal iPad for learning provides, but we are not in a position to do this from the standard school budget. To be able to move forward with our vision, we are reliant on parents and carers sharing our vision and supporting our plan with a monthly voluntary contribution.

We are working with Albion, an Apple Solution Expert for Education and an educational charity (albion.co.uk/education/apple-in-education). Their mission is to work with schools and their parents to provide devices to pupils so that they can use technology for learning, both in school and at home. We have thus been able to provide a scheme that is funded using voluntary parental donations; the College makes no profit from this arrangement.

We now have substantial experience of the enhanced learning opportunities the iPad will give our pupils and we hope that parents/carers are able to make a voluntary donation of £14.03 a month over 36 months starting in September 2024. In return, your child will receive the iPad plus case, wall charger, full insurance against damage and theft, all software and applications needed, and technical support during school hours.

At the end of the initial 36-month lease we will contact you to discuss the next phase of the iPad scheme. This will likely involve continuing the lease with the current iPad, but at a lower donation amount during Year 10 and 11, with the iPad then becoming your property at the end of that period.

The College has secured funding to allow us to offer financial assistance to families experiencing financial difficulties. If you think your child may be eligible, please contact us via Reception (thecollege@cambournevc.org). The College has also tried to ensure the scheme is as cheap as possible and will continue to look at other possible solutions to ensure the benefits of the scheme are open to all.

For further information on the scheme please go to <https://www.cambournevc.org/parent-carer-and-student-information/ipads-for-learning>

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 succeed academically. 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 fully participate in the next lesson. (Pupils are always given more than 24 hours to complete a homework task.)

At Cambourne Village College we have a system where, if a piece of homework is not handed in on time, the pupil will be required to stay after school on the following day.

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 40 minutes, 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 40 minutes and works on 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. All homework for your child is assigned through Satchel:One by their teacher and can be viewed by both pupils and parents on any device.

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 a pupil's responsibility to pass on this information to their 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 completing the parental consent section in your MCAS (My Child at School) portal, 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 consent, and you will be asked for your consent prior to your child'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 follow our 'Respect Values'; 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 or 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 expectations of behaviour. In this case, the deposit paid by the parents or 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 typically 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 so you can 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
MFL: Yr 7 Trip to Spain (International)	Summer Term	6 days	£600-£650	30-40
Yr 7 Summer Residential	Summer Term	5 days	£250 - £300	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
PE: Ski/Snowboarding (Snozone)	Spring Term	Evening trips	£50	14-28
Snowsports (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.
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
PE: Ski/Snowboarding (Snozone)	Spring Term	Evening trips	£50	14-28
History Battlefield Trip (International)	Spring Term	Day trip	£100-£120	50-60
Snowsports (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.
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
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
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

DATA PROTECTION, THIRD PARTY SHARING AND GDPR

At Cambourne VC we use a number of different online systems to aid parents with communication and payments, alongside systems designed to provide learning tools to our students. All third-party systems are vetted before use, and any information stored, shared or processed is done so securely within strict GDPR guidelines.

A copy of our full Data Protection Policy is available on the Trust website [HERE](#).

If any of your contact information changes, you must inform the college immediately, so that all your accounts can remain up to date.

If you have any questions about GDPR within the college, please contact reception.

SCHOOLPOST School – Home Communication

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

SchoolPost currently inputs all the data for us and creates 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 within your Registration Pack, we ask simply that you keep the school informed of any change of contact details.

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 email address, we will automatically register you to receive paper copies of any correspondence.

If you have any queries about this, please contact our Data Team on 01954 284000 or by email to thecollege@cambournevc.org.

BROMCOM / MY CHILD AT SCHOOL (MCAS) Attendance and Pastoral Communication Service

BromCom is an online reporting and communication tool. Teachers and admin staff use BromCom to register pupil attendance and to record 'behaviour events'. Events are used to track pupil behaviour and to issue appropriate rewards and sanctions.

BromCom's parental site, My Child at School (MCAS), is your portal to up-to-the-minute information about your child, and provides quick and easy access to:

Timetable, Calendar, and Teacher Information

- Full timetable for every week
- Daily timetable, with current lesson clearly highlighted
- Full calendar of the school year, clearly showing term dates
- Information about your child's teachers, including contact details

Recognition and Other Behaviour Information

- Real-time notification of when your child has been recognised and praised by staff for their work, behaviour, or anything that we would like to let you know about
- Real-time notification of any instances of negative behaviour that it is important you should know about as a parent
- Notification in advance, if your child has received a detention, or other sanction

Attendance Information

- Calendar of recorded attendance, with reasons for absence clearly indicated
- Highly visible, real-time information about whether your child has been marked present at school

We will soon be moving subject report information across from Go4Schools, and MCAS will become the only way you can access information about your child.

It is a very useful 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.

If you have any questions about Bromcom/MCAS, please do not hesitate to contact Mr Leigh Bellis at lbellis@cambournevc.org or via Reception.

GO4SCHOOLS Attainment Communication Service

Go4Schools is an online assessment tool. Teachers and admin staff currently use Go4Schools to record assessment data and for producing reports.

The website offers a concise interface. It will enable you to:

- View base band/targets and the projected/current grade for each subject
- View academic reports

Progress and attainment in subjects will, for now, still need to be accessed through Go4Schools. We will let you know once everything has moved to My Child at 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.

If you have any questions about Go4Schools, please do not hesitate to contact Mr Leigh Bellis at lbellis@cambournevc.org or via Reception.

Satchel:One

Sharing Homework and Independent Learning Resources

Satchel:One 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.

Satchel:One 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 and the parent code (provided by the College during the first term of teaching). You are then able to assign your own password.

If you have any questions about Satchel:One, please do not hesitate to contact Mr Leigh Bellis at lbellis@cambournevc.org or via Reception.

PARENTPAY

Online Payments for Trips, Events and Catering

In order to make it simple for parents to make payments to school, we have adopted the ParentPay system. ParentPay 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, ParentPay 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 before September, which will give unique activation details which will enable you to set up a ParentPay account, or to add your CamVC profile to an existing ParentPay account.

School Lunches

Payments may be made to ParentPay 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 ParentPay at least 24 hours before you wish for the amount to be available to be used within the College canteen.

Money can be paid into the account by three methods:

- By our online payment system, ParentPay;
- 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). 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 name 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 unique code 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.

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) The school must make parents aware of its use, 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 and Library loan 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 pupils' first week of school, in September.

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 their 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, by contacting Reception. 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. Their 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 complete the parental consent area on your MCAS (My Child at School) portal.

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

PHOTO AND VIDEO PERMISSION

PLEASE READ AND COMPLETE THE PARENTAL CONSENT AREA ON YOUR MCAS (MY CHILD AT SCHOOL) PORTAL 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. Photographs are often 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 2018 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 2018, 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 consent 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 email, 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
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- 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 £2.50 each day. This amount is added to their biometric account but it does not appear on the balance of their account for you to be able to view. The funding can be used at breaktime and lunchtime, but any purchases made 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 the Pupil Premium Assistant Mrs Ecclestone in confidence if you have any queries or would like help with the FSM application, on 01954 284000, or email secclestone@cambournevc.org

CYCLING AND RIDING A SCOOTER TO SCHOOL

The school supports pupils who wish to cycle or ride a scooter to school since it improves health and fitness and benefits general development. However, while wishing to encourage pupils to cycle or scoot 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 must be yours and yours alone. The school does not accept liability for any consequences of that decision.

Although the school provides cycle and scooter storage, parents are advised to take out appropriate insurance cover as the school's insurance does not cover loss or damage to bicycles or scooters. The cycle and scooter storage areas are not always locked or supervised and items are left at the owner's risk.

Cycle Helmets

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

Conditions for Cycling or Scooting to School

- All bicycles and scooters 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 walk the cycle within school grounds.
- Scooters must be ridden with consideration for pedestrians at all times.
- Electric scooters must not be used on journeys to and from school, and must not be left in the storage areas.
- This school reserves the right to revoke permission to leave a cycle or scooter in the cycle park in the event that these conditions are not followed.

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.



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 Cambourne Village College uniform items, they may be used by the school as 'spares.'

To confirm: all **named** items are returned to pupils, therefore we would like to remind you that all items of uniform and non-uniform which are worn to or at school 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 will be asked to change, and non-compliance will receive a necessary consequence as outlined in the behaviour policy.

Please note that school-branded items should be purchased from our school supplier, as listed on the website. Second-hand uniform is available from the school. Please use the link [Uniform - Cambourne Village College \(cambournevc.org\)](http://Uniform - Cambourne Village College (cambournevc.org)) to enquire about items and sizes available. Families who find it difficult to afford school uniform at any time should contact the Pastoral Support Adviser of their year team, in complete confidence, so that a way forward can be found.

		
Sweatshirts:	Branded grey College sweatshirt (Optional black sweatshirt for Year 11).	No other sweatshirt, jacket or hooded top is permitted.
Polo Shirts:	Branded College blue polo shirt. (Grey or purple for Prefects.)	No other shirt is permitted.
Trousers:	Plain black, formal, tailored, loose fitting, school trousers. These should sit on top of the shoe (see examples on link).	No skin-tight/stretchy/slim fit trousers, leggings or 'jeans' type trousers.
Skirts:	Plain black school style skirt touching the knee or longer. <u>Note:</u> Skirts should be loose enough to remain at the knee (see examples on link).	No short, skin-tight, or stretchy skirts are allowed.
Shorts:	Plain black knee-length shorts of a formal style (see examples on link).	No sport shorts or other style or colour permitted.
Socks / Tights	Plain black, grey, or white.	No other style or colour permitted.
Shoes:	Completely black leather or leather-style sensible shoes with a flat sole (see examples on link).	No contrasting branding, trainers, sandals, pumps, canvas/fabric style shoes, high heels, or boots.
Jewellery:	One watch, one pair of small stud earrings, one ring. No facial piercings.	No other visible jewellery is permitted. All jewellery and piercings must be completely removed for PE/Dance.
Hairstyles:	Hair colour should be natural. Hair accessories should be functional and discreet.	Extreme hair colours or hairstyles as judged by the College are not allowed. No hats or bandanas allowed.
Make Up:	Natural-looking make-up may be worn. Nail varnish is permitted.	False/acrylic nails.
Outside wear:	On their journey into school and in outside social spaces, pupils are allowed to wear all items of outdoor clothing, including coats, jackets, hoodies, scarves, gloves, and hats.	No outside wear inside the building Outdoor wear should not have any inappropriate slogans or logos.

Earphones / Mobile phones	Students are allowed to bring these to school and will switch these off and place in schoolbag upon arrival to school.	No earphones / mobile phones to be visible on school site. These will be confiscated by staff if seen.
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PE UNIFORM

All branded items for our PE Kit should be purchased from our school suppliers.

PLEASE ENSURE ALL PE UNIFORM IS CLEARLY NAMED
<p style="text-align: center;">PE Uniform Compulsory CamVC Branded Items</p> <ul style="list-style-type: none"> • Red CamVC Sports t-shirt or polo t-shirt • Red CamVC Sports hoodie or fleece <p style="text-align: center;">PE Uniform Compulsory Non-Branded Items</p> <ul style="list-style-type: none"> • Plain black shorts (not cycling shorts nor skin-tight shorts) and/or plain black skort OR plain black tracksuit bottoms (our field is very windy) OR CamVC / sporting black leggings OR all three * • Indoor trainers (not school shoes, nor pumps such as Vans, Converse, Air Force 1s) • Outdoor Astro trainers (for use on the 3G pitch) • Long black hockey/football socks or an alternative pair of sports socks (pupils should have a change of socks for their PE lessons for hygiene reasons)
<p style="text-align: center;">PE Uniform Optional</p> <ul style="list-style-type: none"> • CamVC black or sporting leggings* • A plain black, red or white base layer top • Red CamVC rugby top <p>Shin pads for football and hockey are strongly recommended for both lessons and fixtures. Gum shields for rugby and hockey are strongly recommended for both lessons and fixtures.</p>
<p>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 pitch surface.
- **EXAMPLE** “astro-style” studs, under £20:
 - Decathlon – [CLICK HERE](#)
 - M&M Direct – [CLICK HERE](#)
 - Sports direct – [CLICK HERE](#)
- **CamVC sporting leggings** The CamVC black leggings can be purchased from the School PE Kit supplier, and they have a clear CamVC PE logo down the back calf to be easily identifiable. We do allow other leggings, but they must be plain black sports leggings.

UNIFORM PURCHASING

As a College, we are aware that uniform can be expensive for parents. Therefore, our uniform policy aims to keep branded items to a minimum. Our non-branded items (see policy above) can be purchased from most supermarket stores, as long as they meet our uniform standards as stated above. There are, however, some compulsory branded items which must be purchased from our school suppliers (Total Clothing and/or School Yard).

We use online suppliers for both school uniform and PE kit. 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:

Total Clothing – www.totalclothing.co.uk

School Yard – www.schoolyard.co.uk

You will need to register your own account on these websites. Should you have any issues with purchasing methods then please contact either the suppliers directly or the school.

We understand the purchase of school uniform may present a burden to some families. Please contact the Pastoral Support Officer of your child's year team in complete confidence if you would like to discuss whether the school may be able to offer any assistance.

If your child is eligible for Free School Meals, the College will contact you directly regarding support with purchasing of branded items.

Second-hand Uniform

We have a range of second-hand uniform donations available to purchase. Please use the form on our school website to enquire about items and sizes available.

<https://www.cambournevc.org/parent-carer-and-student-information/uniform>

PE DEPARTMENT PROTOCOLS

PE Kit Protocol

- All pupils are expected to wear the full PE kit of trainers or astro/studs (when on the 3G), CamVC polo shirt and plain black shorts, plain black sporting leggings (CamVC leggings can be purchased), or plain black tracksuit bottoms. The CamVC hoodie, fleece or rugby shirt can be worn as well.
- 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. No detention issued.
- If this becomes a repeated problem, then contact home will be made.
- If a pupil refuses to wear spare kit, then they will be removed from the lesson and an hour's SLG detention issued.
- If a pupil has lost their PE kit, then they may bring in spare appropriate sporting clothes until they have replaced it (ideally a red top). However, it will be expected that this is an intermediary measure and should not last longer than 2 weeks. Contact home may occur in this situation.
- Pupils must change back into their school uniform at the end of the lesson.
- All long hair should be tied up; a hair tie is also part of the PE kit where applicable. This is the case for all long hair.
- Pupils should not be spraying deodorant in the changing rooms.

Footwear in PE

- Pupils should be wearing supportive sports trainers for their PE lessons.
- When on the 3G, pupils must be wearing "astro-style" trainers or studs.
- Pupils can wear studs on the field.
- Pupils should not be wearing Air Force 1s, Converse, Vans or any other shoe that is not a sports trainer.
(The full PE kit can be found on the school website).

In Cold or Wet Weather

- Due to limited indoor space we cannot always move an outdoor PE lesson into an indoor space. Therefore, pupils need to dress appropriately for the weather.
- In cold weather, pupils may wear a base layer or more jumpers underneath their polo or rugby top and can wear more layers underneath their shorts, skorts or tracksuit bottoms to keep them warm if required. Any item of school uniform, including the grey jumper or tights, should not be worn.
- Additionally, pupils can wear hats, buffs/snoods, and gloves if appropriate. In sports where pupils are holding equipment (hockey, striking and fielding etc) or throwing and catching a ball, pupils cannot wear gloves due to health and safety.
- In wet or excessively cold, snowy weather, pupils may wear a raincoat or appropriate jacket on top of their PE kit.

Jewellery and Piercings

- Pupils should wear no jewellery in their PE lessons; this includes necklaces, earrings or belly button bars.
- If a pupil has trouble removing their earrings, then this should be done with help from a parent or carer 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 should only be used as a last resort and a temporary measure. Within certain activities, pupils with tape on their ears will not be allowed to participate, for example, trampolining, gymnastics and rugby.

Long Nails

- Pupils' nails must be of a natural length, as per the school policy.
- If a pupil's nails are of a length that risks damage to themselves or others, they will remain in the lesson but will not actively take part in any sporting activities, and will be sanctioned as per the uniform policy.

Injured / Ill pupils in Lessons

- If a pupil is injured and cannot take part in the physical aspect of their PE lesson, then a note from their parent or carer is required, detailing the severity of the injury and the limitations of the pupil.
- An email can be sent directly to the PE teacher regarding the severity of the injury or illness.
- Additionally, an email can be sent to the school office or pastoral team.
- All emails should be sent with enough notice, ideally before 8am on the day of the lesson.
- There is not always the capacity for a pupil with a short or long-term injury to be supervised indoors so the pupil needs to come prepared to be outside with their normal class.
- Pupils not physically participating in PE lessons are still expected to bring and wear their PE kit in their PE lesson.
- If a pupil has an injury or illness which means they cannot change independently then they should wear what they can of their PE kit. Pupils should be prepared that they may have to go outside, and a warm coat is advised.
- If a pupil is too ill to be taking part in their PE lessons, but well enough to be in school, the pupil is expected to remain involved in the lesson through officiating, coaching or leading.
- The reason for continued participation is that there are many important aspects of PE, besides the physical participation; this includes building knowledge and understanding of the sport or activity, and developing leadership, coaching and/or teamwork skills- all are elements of our continued PE assessment.

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 the relevant sanctions being applied.

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 scheduled sanction.
- A pupil who consistently misses fixtures at the last minute due to sanctions may not be picked in 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.

If a parent or carer emails the school stating their child cannot participate in the PE lesson due to a short-term injury or illness, then the following reply can be sent via the school office, pastoral team or PE teacher.

Thank you for your email. Please note that pupils who are unable to participate in the physical aspects of their PE lesson due to injury or illness are still expected to be involved in the lesson as much as possible. This can be in the form of coaching, officiating, or leading. This then allows the pupil still to be learning and improving on the non-physical skills of PE, such as building knowledge and understanding of the sport or activity, developing leadership, coaching and/or teamwork skills; this all contributes to their continued assessment in PE.

Due to the above, we would still like pupils to be wearing their PE kit, even if they cannot participate in the physical aspects of their PE lesson. Where an injury prevents a student from fully changing and/or they cannot change independently then they should wear what they can of their PE kit. Due to limited indoor spaces and/or the possibility of supervision outside of their PE lessons, students should be prepared that they will be with their PE class and may have to go outside, and a warm coat is advised in these situations.

If you have any questions regarding the school PE policy, please contact your child's PE teacher directly.