

Callington Community College

Year 7 Handbook



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Welcome

Dear parents/carers and students, hello and welcome to Callington Community College.

A very warm welcome to our family! We are really proud of our school community and we work really hard to ensure our family is nurtured and supported well in order that all members of our community grow to their full potential. We are unapologetically ambitious for all of our children. Our strongest desire is that our young people leave here with the skills, knowledge and confidence they need to give their very best and have successful lives full of hope, love and triumph.

Our exciting and dynamic school is not just academically ambitious for our students. In addition to truly wonderful sporting, music and arts facilities, our curriculum fosters intelligent questioning, dynamic interactions and personal and social responsibility and integrity. We are committed to;

- providing students with a first class education
- being nurturing and supportive so that students feel valued and appreciated
- fostering kindness and an appreciation of the world around us and its people
- encouraging and inspiring creativity and originality
- equipping students with the strategies to support them in finding their own solutions so that they are resilient and have a growth mindset

I am eager to start working with you to achieve this. This is a partnership and communication will be vital. Please let us know if we get something wrong and equally let us know when we get it right! We want the community to be proud of its school and the young people in it. The young people here have already achieved some amazing things and we can't wait to see the next bold steps that your children take with us.

Thank you again for choosing Callington Community College. We are excited to see your children achieve great things with us.



Mrs Wendy Ainsworth
Principal

Hello



Head of Year

Welcome to the next part of your educational journey, the next milestone as students and parents. I could not be happier than getting to share this experience with you all. As you leave your primary school to join us here at Callington Community College, exciting and limitless opportunities await!

We are incredibly lucky to have an experienced pastoral team as well as an incredibly committed tutor team helping along the way, ensuring that we, together can make this a smooth transition for you all.

Year 7 can be a daunting prospect, as it represents a significant step forward, but through working together and keeping up the high expectations of the College, I have no doubt that the sky is the limit for our new Year 7 students!

We have high expectations for all of our students and hold nothing less for our new Year 7s. Getting the day off to a good start is so important to how the child's day will go. It is therefore essential for students to arrive on time, in the correct uniform and with the right equipment.

I would also like to highlight the importance of attendance, if a student misses a lesson, it will put them on the back foot for the next one. In order to achieve everything they hope to, students should aim to attend and be on time to all lessons.

To provide the best possible support for our students, it is vital that all stakeholders (family and school) work together through this next stage. Therefore, if you have any questions or concerns, please don't hesitate in contacting myself or your child's Tutor.

I feel honoured to be starting this journey together and excited to see what the future holds for all of the new Year 7s at Callington Community College.

Commitment is what turns promise into reality!!

Mrs Kelly Carter
Head of Year 7



WE ARE
Stronger
TOGETHER



Year 7 Team

Our pastoral support system is designed to assist the educational, social and personal development of every child at Callington Community College. When problems or issues occur which can hamper child's progress, our pastoral support systems will initiate positive interventions and actions. We will work closely with parents / carers to ensure that our students are successful academically, socially and personally.

The Year 7 Pastoral team will work to ensure that your child settles in to secondary school, makes friends, enjoys and is successful in their learning.

Each student has been placed in a tutor group. The Tutor is the key figure in the pastoral support system, they should be the first point of call for their tutees and their tutee's parents / carers.

We aim to provide continuity by ensuring that the Tutor remains with the same students throughout their time at the College, this also allows the Tutor to gain an in-depth understanding of the individuals in their charge. Students spend time every day with their tutor group and Tutor. Students can approach their Tutors with any concerns or problems they may have. Tutors also monitor student's attendance, behaviour and home learning and will be in touch with you if they have any concerns.

There are five tutors in Year 7 and regular TA support staff. This team of Tutors is led by a Head of Year and their Pastoral Support Assistant. We understand that starting secondary school is quite daunting. To support students in the transition we utilise our peer mentors to offer support and guidance.

Mrs Gemma Parker (Designated Safeguarding Lead) and Mr Nick Griffiths (SENDSCO) also take a key role in fulfilling our College's inclusive practice ensuring that Callington Community College "goes the extra mile" to help all students to reach their potential. There are a number of Safeguarding staff at Callington Community College who are specially trained in how

to deal with serious issues. Photos of the team are situated around the College.

For any transport related enquiries please contact Cornwall County Council about your travel needs [here](#).

They will inform you of bus numbers and bus pass information. If you have any school based bus concerns please contact Mr Duncan Newman-Transport Link at College

dnewman@callingtoncc.net

Any concerns raised will be taken seriously by staff at the college and we will do everything we can to help.



First Day

We really hope you are looking forward to starting school and have had a relaxing summer holiday to prepare. All being well, the new term starts on **Wednesday 4 September** at 8.30am for Year 7 and Post-16 students. Upon arrival Year 7 students are expected to report to the hall where they will be met by their Tutor and Head of Year. Please note the schedule below is subject to change.

8.30 - 9.00

Welcoming address by the Principal

9.00 - 11.00

Students will spend this time with their Tutors who will seek to answer any questions and reassure any concerns they may have. During this time they will be given their timetable.

11.00 - 11.30

Students will have their break time - it is hoped that they would have had their biometric fingerprint data inputted and will be able to purchase food from the canteen. Students are permitted to bring with them a small snack for this time.

11.30 - 12.30 / 12.30 - 13.30

Students will attend timetabled lessons. They will not be expected to have any specialist equipment with them on the first day such as their PE kit but will be expected to have all of the basic equipment requirements shown later in this booklet.

13.30 - 14:00

Students will be taken to the canteen for their lunch.

14.00 - 15.00

Students will meet with their tutor and

15.00

Students are dismissed.



Timetable

At the start of the year students will receive a timetable that they are expected to keep in their blazer pocket (it is also visible on the app Class Charts). We operate a 2-week timetable (Week A and Week B) - this means that lessons aren't necessarily scheduled at the same time from one week to the next.

Session	Start	End	Mins
Registration	8:30	9:00	30
Period 1	9:00	10:00	60
Period 2	10:00	11:00	60
Break 1	11:00	11:30	30
Period 3	11:30	12:30	60
Period 4	12:30	13:30	60
Break 2	13:30	14:00	30
Period 5	14:00	15:00	60

Lessons last just under 60 minutes. You should leave lessons respectfully, quietly and keeping to the left, so that you and others arrive at your next lesson in good time.

Please ensure that you leave home with enough time to arrive 10 minutes before the official start time. Entrance for all students is via the gates between the Library and English block. Here, staff will check uniform on arrival to ensure you are successfully equipped for the school day.

The College day commences at 8:30am. Poor punctuality is not acceptable. If students are late at the start of the day they can miss work and do not spend time with their Tutor getting vital information and news for the day. Late arriving students also disrupt lessons. A three minute transition window is built into all lessons. Students are sanctioned for lateness if they are more than 3 minutes late. A buffer exists for this for the first two weeks for all Year 7s as they get to know the site. After this period of time, purposeful lateness will receive a sanction of a Reset placement.

In the case of any late arrival to the College in the morning, students must immediately report to the Attendance Officer and enter the College via the main door. (The gates are locked at 8.25am). Sanctions will be applied to students who arrive late to school without a reason (student word is not sufficient).

Lateness to College without good reason will warrant a Reset Room placement.



Break 1 and Break 2



All students must remain on the College site during Break 1 and Break 2.

Food and drink

Students may bring food to be eaten during Break 1 and Break 2. Students are not allowed off site to buy food. Food purchased at the College must be eaten in a designated eating area. Hot drinks must never be taken away from a designated eating area. Students are responsible for clearing away after themselves.

The consumption of food and drink is restricted to Break 1 and Break 2 and is also restricted to the designated eating areas. Students must not eat or drink in corridors at any time. Chewing gum is forbidden in College. No eating or drinking is permitted during lessons or between lessons. (Drinks machines are available only during Break 1 and Break 2 and outside school hours). Students are permitted to access the College water machines but must do so during Break 1 and Break 2.

The canteen can be a very congested area. It should be used for eating/drinking only – NEVER as a thoroughfare during Break 1 and Break 2 or for students to chat to friends. Any student standing around not eating will be asked to leave.

Students are allowed to bring in a plastic bottle of water to ensure that they are hydrated during the school day. Cans and glass bottles are not allowed in the College at any time. Juices and drinks, other than water, may be consumed at break time only. Carbonated/fizzy drinks are not allowed.

Students are to bring in food that is for their own consumption and not to be shared. Students who are seen to bring in whole packets of biscuits, family packs of crisps, litre bottles of juices or other foods in quantities that are clearly not 'single' portions, will have these items confiscated. Consumable items will be available for students to collect at the end of the school day.

Movement around the College

Everyone must always walk on the left in corridors and staircases. There must be no running or other dangerous or boisterous behaviour at any time in corridors or staircases. Loud, noisy behaviour is also not acceptable.

During social time, it is really important that you:

- wear the uniform correctly and not follow friends or other students if they choose to wear it differently;
- make sure you abide by the College rules and not follow your friends into trouble;
- respect other students;
- reflect upon any sanctions you receive and think about how you can avoid further punishments;
- use the litter bins around the College and recycle appropriate items;
- line up quietly outside classrooms when required.

At different times of the year specific areas will be closed due to examinations. Students must ensure that they do not enter an area that is not allocated to them.



Uniform

At Callington Community College, we believe our uniform fosters a sense of belonging, pride and identity; moreover, it signals a readiness to be part of our learning community. It sets high standards and makes an important contribution to a positive and purposeful working environment. We are very proud of our community at Callington Community College and want all our students to show that they are too, by wearing our uniform with pride. We therefore have a smart College uniform which is compulsory to wear at all times on the journey to and from the College and during the College day.

Blazer – The College blazer is to be worn at all times, unless permission is given for it to be removed.

Plain white collared shirt – **Shirts** must be worn tucked in with all buttons fastened to the neck.

College tie – The tie must be clipped onto a fastened top button.

Trousers – Trousers must be grey, traditional, formal style tailored school trousers as available from Colin's of Callington. Trousers purchased elsewhere must be of the same style and meet College expectations.

(Other styles such as jeans, leggings, cords, chinos or cotton jersey style trousers are not permitted, even when marketed as a "school trouser".) Please ensure that trousers conform to this before purchasing.

Shorts - Students may wear smart grey tailored shorts of the same material as trousers in warmer weather if desired. These must be of a length to fall to the knee or just above.

Skirt – The College tartan skirt is the only style of skirt that may be worn. The skirt must be worn so that it covers the knee when seated. The skirt is available in two lengths. Please ensure that you purchase the length that meets these expectations. Skirts must not be cut or taken up to adjust their length.

Jumper – The College jumper is an optional item that may be worn underneath (not instead of) the blazer. No other jumpers, cardigans or hoodies etc. are permitted.

Socks – Black ankle socks **or** plain black tights must be worn (no trainer socks or leggings will be permitted). **Socks must not be worn over tights.**

Shoes – All students must wear plain all black flat shoes with black laces (if applicable) and have no obvious logos. They must be water-proof (leather-look/polishable) and of a style that is not likely to endanger the wearer whilst in College. Boots, suede or canvas shoes, hi-top trainers, open-toed shoes, sling backs, sandals or flip flops are not permitted. Trainers are permitted only if they are all black, leather/leather-look and polishable with no white/coloured logos. A shoe marketed as a school shoe may not be acceptable, please check the guide below:



Examples of **unacceptable** shoes are shown below:



Uniform

Coats – Weatherproof outdoor coats must be acceptable for College use and should only be worn outside or between lessons. Denim, leather, imitation leather jackets, tracksuit tops and hoodies are not acceptable. Coats should not display any inappropriate logos. In cold or wet weather appropriate hats and scarves may be worn to and from College.

Hair – If longer than collar length, hair must be tied back in situations where it could cause a danger to the individual or others, such as in PE and other practical lessons. Extreme fashion hairstyles (e.g. very short crew cut, decorative shaved elements or motifs) and extreme hair colours are not allowed (e.g. hair must be of a natural colour).

Jewellery - Students are permitted to wear a maximum of one small discreet stud earring in each ear and one finger ring of plain design, all of which must be removed for practical and PE lessons. No other items of jewellery, including facial piercing jewellery or retainers are permitted under any circumstances. We accept no liability for jewellery brought into College.

Make-up - No make-up is to be worn by students in Years 7 and 8. Any make-up worn by students in Years 9 to 11 should be natural and discreet. Colourless nail varnish only may be worn. False nails or nail extensions of any description represent a health and safety risk and may not be worn. Students will be required to remove inappropriate make-up or nail varnish.

Lost property - The College cannot accept any responsibility for loss of property. Please ensure that all items of clothing are clearly marked with your child's name – please check regularly that the name is still visible.

Bags – A school bag, ideally waterproof and designed to be worn on both shoulders, capable of holding an A4 folder alongside a pencil case, drinks bottle etc. Bags should be of a rucksack style with no inappropriate logos or slogans. Handbags, tote bags and other types of bag are not acceptable.

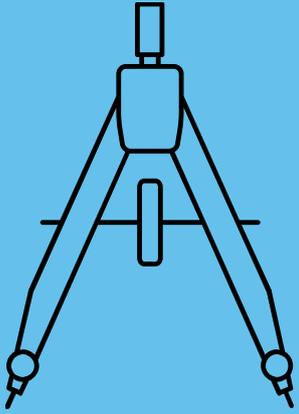
PE Expectations

- The correct PE kit should be brought to every PE lesson.
- Items of kit must be clearly marked with the owner's name and students must take responsibility for ensuring that they leave the changing rooms with all of their belongings.
- Students must always bring their PE kit, even if excused from taking part physically as they will still be engaged in the learning.
- If students forget their PE kit, they are expected to wear spare kit which is provided by the College.
- Students with long hair are expected to bring a hair tie to every lesson and no jewellery is to be worn for any PE activity for safety reasons.
- Information regarding the PE kit can be located on the College website.

Uniform can be purchased from Colins of Callington which is situated in the heart of Callington just behind St Mary's Church. An online order system is available on their website - www.colinsofcallington.co.uk.

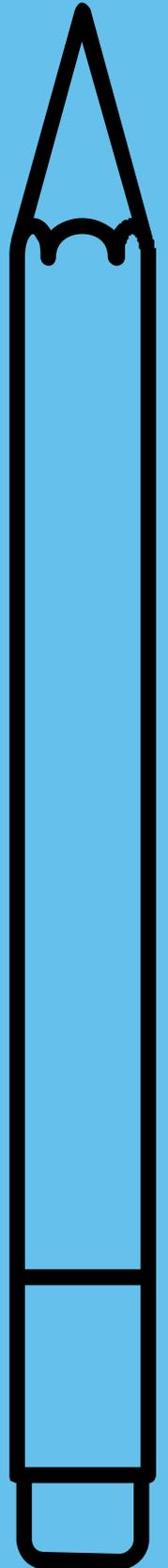
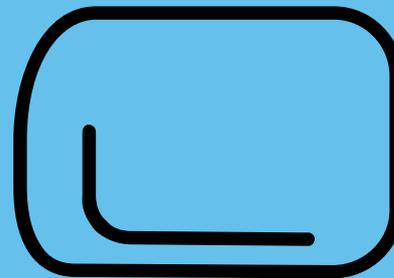
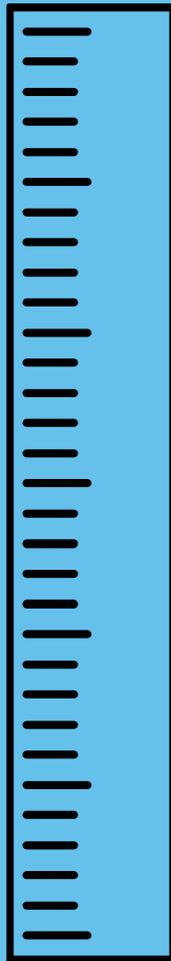
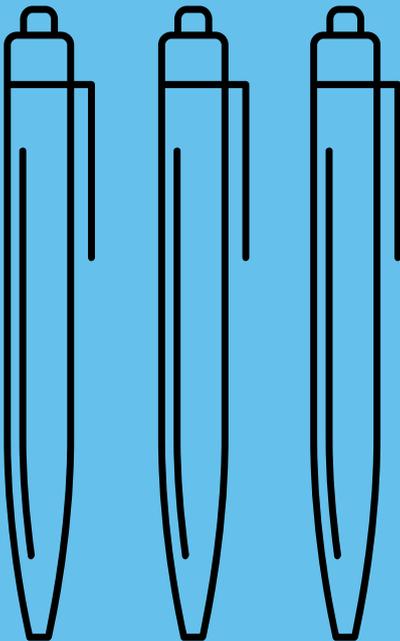
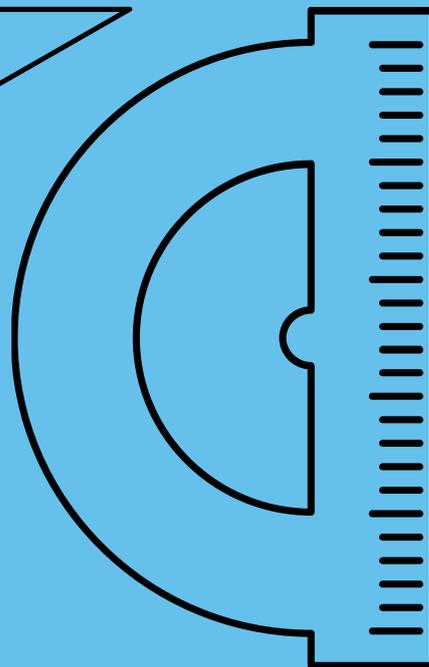
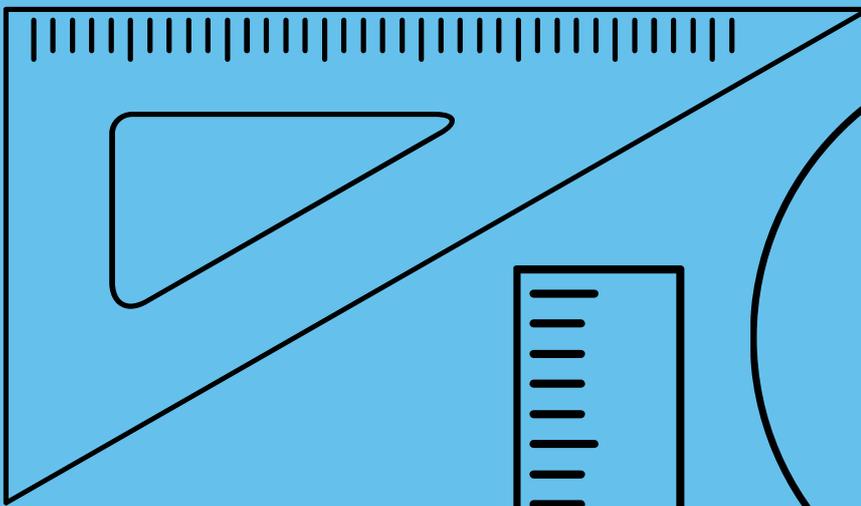


Equipment



It is essential that students have the correct equipment for all lessons. Students are expected to have a bag as part of their uniform. A student's main school bag must be large enough to properly carry an A4 ring binder. Smaller bags are not appropriate as a main school bag.

Students must have the following basic equipment at all times: Pencil Case, Pens (3 x black/blue, 1 x green), Pencil, Ruler, Rubber, Sharpener, Protractor, Colouring pencils, Glue, Scientific Calculator, Compass, Highlighters and USB stick. Equipment checks will be carried out during tutor time.



Home Learning

Class Charts allows you to not only monitor your child's behaviour and achievements, but also their home learning tasks and submissions.

At Callington Community College, we believe in the transformative potential of home learning. We know that homework can offer up to eight months' additional progress for students. We also know that students in schools where more homework is given perform better (Education Endowment Foundation). Not only that, understanding the importance of revising and extending your knowledge through independent study and reading prepares students for higher education and the world of work.

Class Charts is an online tool that enables both students and parents/carers to keep track of homework. It allows you to see the details of the tasks your child has been set, all of their deadlines, and their submission status and grades. This system gives you greater visibility into the home learning we set.

Class Charts offers you the following features:

- 24/7 access
- View quality, quantity and submission of homework
- Apps available for iPhone, iPad, iPod Touch and Android devices
- One-stop-shop : one app and one login allows you to access all aspects of behaviour, rewards and home learning.



A daily supervised **Home Learning Club** is available to all students. This runs every day for an hour after school (Friday is for Year 11 only). The library is also open from 8.15am-8.25am, break 1 and break 2 for students to research, use computers and read. The library allows students to access a quiet and focused environment and support with their organisation and approach to home learning tasks. Students may choose when they attend home learning club, or they may be advised to attend by a member of staff or their parent/carer.

Years 7-9

Home learning will be set once a week or once a fortnight, allowing, in all subjects, at least two days for completion before the scheduled hand-in deadline. Home learning tasks should total around 30 minutes per task, with the exception of Sparx, which will roughly equate to 60 minutes per task.

Subjects which see classes once or twice per week:

One task for every 2-3 hours of lessons

Subjects which see classes once per fortnight:

One task every half term

Core subjects (6-8 lessons per fortnight):

One task per week



Communications

We believe that communication is vital in strengthening the partnership between students, teachers and parents. This takes place in a variety of ways:

Home contact

It is essential that the College has up to date contact details including postal address, mobile phone number and email address if available. This is required so that we can contact you during the College day and send home important information - the College uses School Gateway to communicate - we would be grateful if you could sign up for the School Gateway app (further information on page 19). We also need an emergency contact should we be unable to contact you in an emergency situation.

The College uses an automated call system that will text/email important messages to you, for example if the College needs to close due to adverse weather conditions. Please ensure that you update our records if your contact details change at any time during the year.

College Newsletter

This will be emailed to you regularly to share with you information on events taking place in the College - we invite parents/carers to let us know of any good news stories.

Website / Social Media

The newsletter and other information about the College can also be found on the College website: www.callingtoncc.net

Here you will find key information such as term dates, policies and a variety of other useful and important documentation. In addition we invite you to subscribe to our Facebook and X feeds. Please see the final page of this booklet.



Settling-In Evening

Early in the school year, we invite parents / carers of the Year 7 students to attend our second 'Settling-In Evening' where you will be able to have an individual meeting with your child's Tutor to discuss their early progress and transition to our College.

Student Progress and Achievement

We also report home regularly on student attainment and effort through our Student Progress Review reporting system. Across the year students will receive a minimum of 2 reports home.

Parents' Evenings are the most important communication opportunities that we have and as such, attendance at them is very important. Parents' Evenings at Callington Community College have been arranged in a way that makes them as accessible as possible, running from 4:00pm to 7:00pm. As such, attendance at Parents' Evenings is expected. If you are unable to attend it is important that we are informed in advance so any concerns can be shared with you.

Class Charts

Class Charts enables you to have instant notifications of your child's behaviour and homework in school. This is a key way to ensure you have an up-to-date picture, day by day, of where your child is excelling, or needs support, with their behaviour or home learning.



What if I am being bullied?

If you are being bullied, or have witnessed the bullying of others, you can report this to any of the following people:

- Your Tutor
- Your Pastoral Support Assistant
- Your Head of Year
- Your Teachers / A Teaching Assistant
- Any member of staff that you trust

If bullying is suspected, we talk to the victim(s), the suspected bully and any witnesses. If any degree of bullying is identified, we always take action: Help and support will also be given as appropriate to both the victims and the bullies.

We support the victims in the following ways:

- By offering them an immediate opportunity to talk about the experience.
- Informing the victim's parents/carers
- By offering continued support when they feel they need it
- By offering an opportunity to engage in a repair meeting

We also discipline, yet try to help the bully in the following ways:

- By talking about what happened, to discover why they became involved
- By informing the bully's parents/carers
- By continuing to work with the bully in order to eliminate the source of their actions, e.g. prejudiced attitudes, etc.
- By taking one of the steps described below to prevent more bullying:

Anti-bullying disciplinary steps

The bully will be warned officially to stop offending and be expected to engage in a repair meeting (should this be requested by the victim). It may also include disciplinary actions such as detentions. The bully may be isolated at break and lunchtimes. If they do not stop bullying they risk more serious sanctions (up to and including Permanent Exclusion).

Do not tolerate bullying

If you see it or experience it – REPORT IT!



STOP BULLYING



What to do if...?

<p>If I am ill or have to be off College for an important reason?</p>	<p>Ask an adult to telephone the College by 8:30am to tell us why you are away.</p>
<p>If I arrive at the College after 8:30am?</p>	<p>Go to Reception and sign in with the Attendance Officer.</p>
<p>If I am being bullied or know someone who is?</p>	<p>TELL SOMEBODY - your Tutor, your Pastoral Support Assistant, your Head of Year, your Teachers, a Teaching Assistant, any member of staff that you trust.</p>
<p>If I don't feel well or get hurt?</p>	<p>Tell any member of staff immediately who will support you in arranging medical support. Under no circumstances should you leave the College site or go home without permission.</p>
<p>If I have an appointment and need to go out of the College during the day?</p>	<p>Ask a parent/carer to write a note/to contact the College explaining why you need to leave the College and take it to the Attendance Officer in Reception</p>
<p>If I have a personal problem that I need to talk about?</p>	<p>Tell a member of staff you feel comfortable talking to – this will often be your Tutor.</p>
<p>If I have forgotten my home learning or something else important?</p>	<p>Explain to the teacher as soon as possible. Always try to find the teacher before the lesson if you can.</p>
<p>If I don't understand my work?</p>	<p>Go and talk to your teacher about it.</p>
<p>If I need to take medicine?</p>	<p>Bring a letter from a parent/carer stating when you need to take it and hand this with your medicine to the College First Aider. The only exception is an inhaler for asthma. You must not carry medicines in your bag.</p>



#TeamCallington



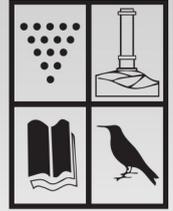
Respectful Committed Safe

Everything is possible

Warn Remind Park



#TeamCallington



Everything is possible



#TeamCallington



Sparx Usage Commitment

Positivity

Community Ambassador

Reading Champion

D of E Involvement

Representation - Sports

Contributor

Eagerness

Endeavour

Humility

Craftmanship

Ambassador

Representation - Music

Ethic Of Excellence

Representation - Drama

Ambition

Collaboration

Participation

Resourcefulness

Literacy Champion

Effortful Home Learning

Helpfulness

Reflection

Representation - Arts

Resilience

GCSE Pod Usage

Perseverance

Exploration

Leadership

Everything is possible



Parents, welcome to:

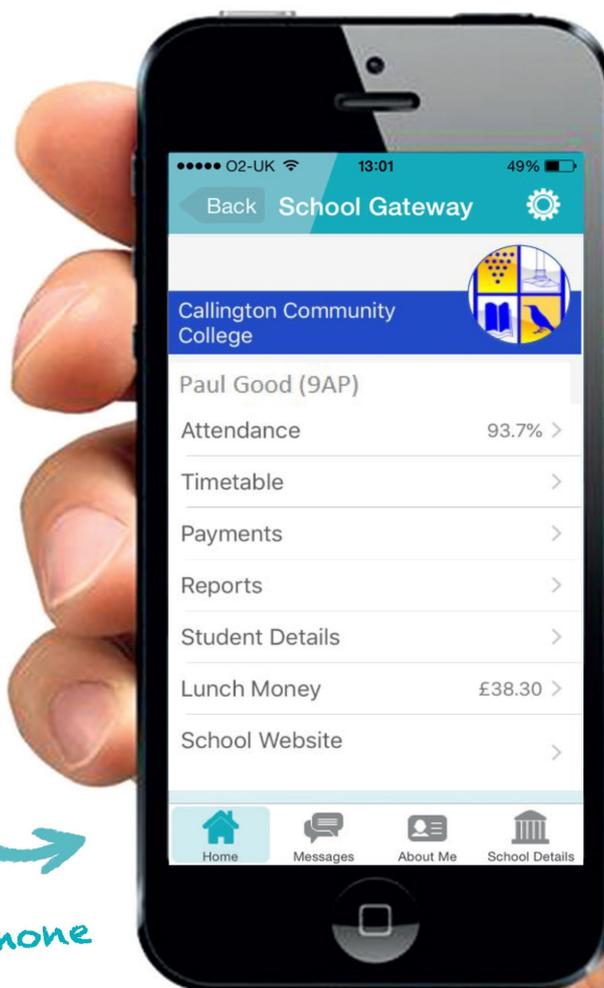
Schoolgateway

Keeping you informed of what's going on at school.



Download the app

Android and iPhone

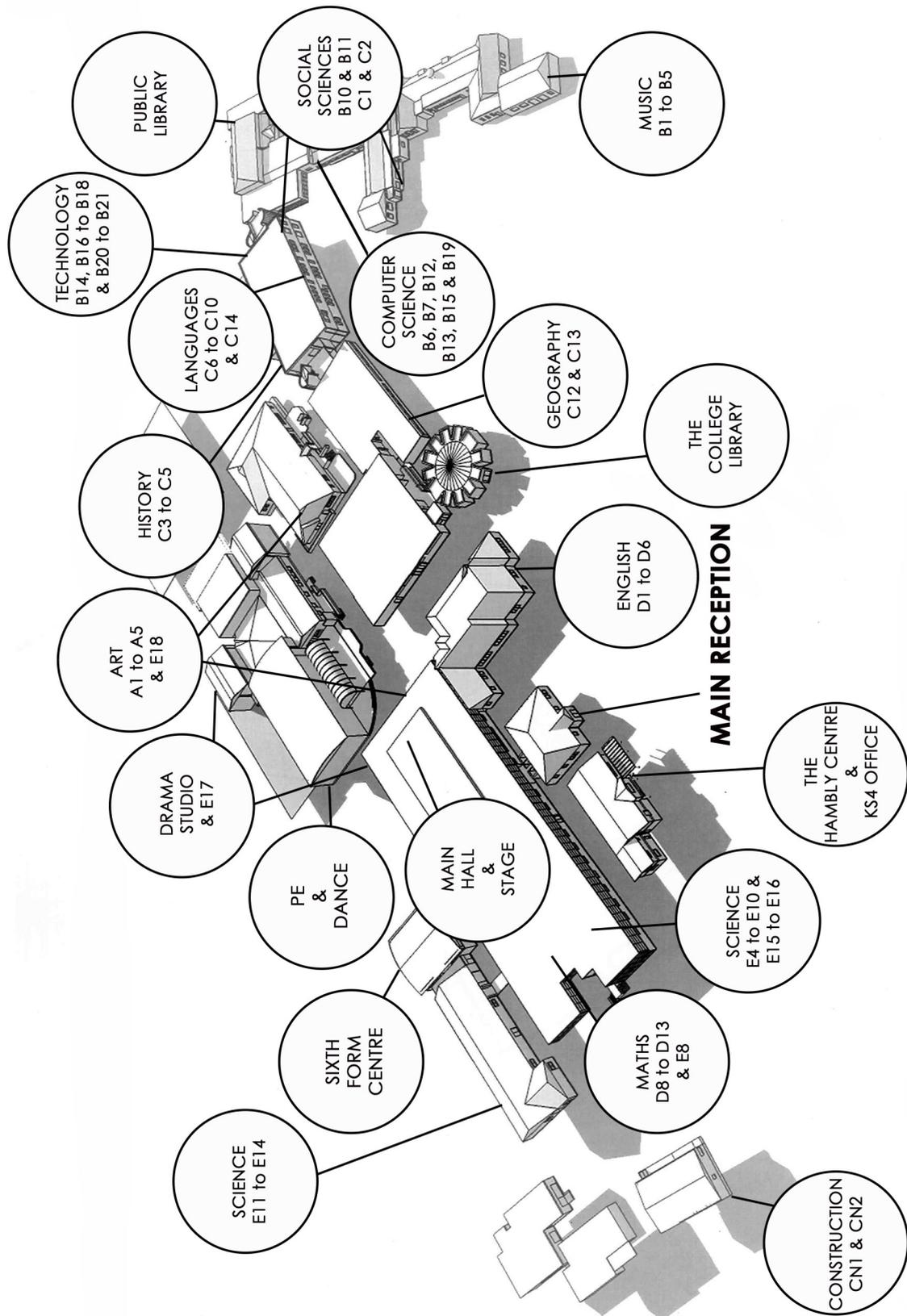


or visit the website:
www.schoolgateway.com

Activate your account today!



College Map



Attendance

If a student is not in school then they must have a justifiable reason and a parent or carer must telephone the school first thing in the morning on the first day of the absence and each day thereafter. The telephone number is 01579 386014 and there will be an option to leave a message.

Callington Community College operates the 'Truancy Call' system. If a student is absent from the College and a parent has not contacted us, the parent or carer will receive a message (via School Comms) to inform them that their child is not in school.

If no reason is provided for the absence then the absence will be recorded as unauthorised.

All students have an attendance target of 97%. If you know in advance that you are going to be absent from school, e.g. for a hospital appointment, you should bring a note from your parents or carers in advance of the date and pass this to the Attendance Officer located in Main Reception.

Parents or carers are requested not to arrange family holidays during term time. If this is unavoidable, requests for leave of absence should be made to the College. Only in exceptional circumstances will the College authorise a holiday during term time. Parents or carers taking children out of school without authorisation risk a fine.

If you feel the only option is to take a holiday in term time, please email rtaylor@callingtoncc.net clearly setting out the reason(s) that you feel the holiday is an exceptional circumstance.

Punctuality

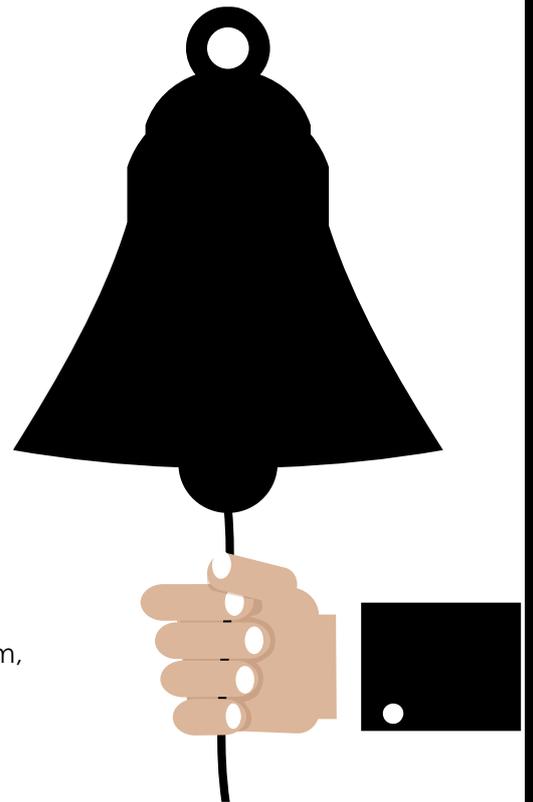
Punctuality is an important part of self-discipline and is essential to good time management and to avoid disruption to lessons.

Students should make sure that they are in registration no later than 8:30am each morning.

If students arrive late to College or lessons without a valid reason they will be placed into our reset room. If they arrive at school after 8:30am, they must sign in at Main Reception with the Attendance Officer.

Please ensure that you call or provide your child with a note if they have a valid reason for being late to College.

If students arrive late due to medical appointments please ensure they bring medical evidence, e.g. doctor's note, appointment card, letter from hospital, etc.



Why does your attendance matter?

	College response	Short term impact	In a year	In a College career
100%	Outstanding	Full attendance	190 days learning	Full attendance
97%	Good Attendance - this is the target for Callington Community College			
95%	Satisfactory	Half a day off per fortnight	2 week learning lost	10 weeks learning lost
Persistent absentee				
90%	Cause for concern	A day off each fortnight	A month's learning lost	Over half a year's learning lost
85%	Fines & Medical Evidence	A day and a half off each fortnight	Nearly half a term's learning lost	The equivalent of missing Year 11
80%	Possible legal action	A day off a week	Over half a term's learning lost	A full year's learning lost

WRITE TO US

info@callingtoncc.net

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