

Clyst Vale

COMMUNITY COLLEGE



Essential Guide

Everything you need to know about life at
Clyst Vale Community College

RESPECT. PARTICIPATE. LEARN



Welcome from the Principal



Dear parents/ carers,

Welcome to Clyst Vale Community College and thank you for entrusting us with your child's education. We look forward to collaborating with you to support your child as they progress through their secondary school education.

Starting secondary school is an exciting milestone in every student's life, and we are committed to ensuring that your child's journey with us is enriching, fulfilling and transformative. We take immense pride in our status as a UNICEF Gold Rights Respecting school. This award recognises our commitment to embedding children's rights throughout our policies, practices and ethos. We pride ourselves on providing a nurturing and stimulating environment where students can grow academically, socially and emotionally.

The dedicated staff at Clyst Vale work exceptionally hard to provide all children with a high-quality educational experience. We celebrate diversity and are committed to meeting the individual needs of each student, enabling all students to reach their full potential.

As parents/ carers, your involvement in your child's education is invaluable. We encourage open communication and collaboration between home and college to ensure the best possible outcomes from your child. Throughout the school year, you will receive regular updates on your child's progress as well as opportunities to engage with their teachers.

To help you and your child prepare for September, we have created this 'Essential Guide'. We understand that while this is an exciting time, the transition from primary to secondary school can be daunting. Our aim in providing this information is to facilitate a smooth and successful transition for your child.

Once again, welcome to Clyst Vale Community College. We are pleased you have chosen to join our College community. I look forward to meeting you in person at the new intake parents evening on 11th July 2024.

Ms S Jacobs

Principal

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Rights Respecting School

Clyst Vale is a Rights Respecting School (RRS), and all students are expected to understand and act on this. The most important RRS document within Clyst Vale is the College's Charter, created by our students. This is our commitment to RRS, a statement of our values, our expectations, a checklist of how we wish ALL members of Clyst Vale's community to act, the basis of our behaviour policy, and in many ways a contract to which we all sign up. The Charter is based on the three key areas of Respect, Participation, and Learning.

Respect

- Respect each other's rights
- Respect each other's differences
- Respect our environment
- Listen to each other

Participation

- Work towards our full potential
- Take advantage of opportunities that are available
- Support and be proud of our college community

Learning

- Value our learning community
- Allow others to learn
- Learn from each other
- Be resilient learners

Rights Respecting Schools is an initiative launched and accredited through UNICEF to promote understanding of children's rights, established through the United Nations Convention on the Rights of the Child (1990).

In July 2022, we were thrilled to achieve our Gold (Rights Aware) status, for the UNICEF Rights Respecting Schools award. There are many areas of CVCC life where we concentrate on embedding the Convention on the Rights of the Child; this is both implicitly in the general everyday approach of staff and students, as well as explicitly in our policies and practice.

Key Articles you should know:

- Article 2: Non-discrimination
- Article 3: Best interest of the child
- Article 6: Life, survival, and development
- Article 12: Right to be heard
- Article 13: Sharing thoughts freely
- Article 17: Right to information
- Article 24: Right to health, water, food, and environment
- Article 28: Right to an education
- Article 29: Aims of education
- Article 31: Right to rest, leisure and play

Transport to CVCC

Getting to and from College

School buses

All students within our catchment area who live more than three miles away from the College by the shortest available walking route are provided with free transport, as long as they are under 16 years of age. This is organised by Devon County Council, who contract out the routes to different coach companies, including public service companies.

* Note students at schools in our catchment, but who have a closer alternative secondary school (ie Cranbrook) will be required to pay for transport if they chose to attend CVCC.

- Students should always carry their bus passes.
- Students must understand the need for good behaviour on buses – a lapse may cause an accident

Any misbehaviour on school transport could result in a ban and the parents/carers would then need to make their own arrangements for transporting their child to and from College. Further, College rules on behaviour apply on all journeys to and from school. All students are now required by Devon County Council to complete an application form for transport and agree to abide by the Code of Conduct. These forms and full details about school transport can be found at:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

All queries about eligibility for school transport provided by County should be made by telephoning School Transport on 0345 1551019.

Students should go to their pick up points five minutes before the scheduled departure time and wait for 30 minutes. If the bus does not arrive after 30 minutes, they should return home and contact the College.

Extreme weather arrangements

In cases of disruption by bad weather, it is the decision of the driver of the bus as to whether road conditions are safe to operate, which can mean that it is impossible for college to notify parents/carers in advance. Parents/carers are advised to check the college website for changes to opening times during particularly bad weather, especially if telephone lines are busy; school closures would also be notified on local radio. On other occasions when the bus has not arrived after 30 minutes, parents should telephone School Transport on 0345 1551019. The principle is that if a school transport bus operates in the morning, there is an expectation that it will run after school; this does not apply to Stagecoach.

Bicycles

Students who wish to cycle must have written consent from parents/carers, and permission from their school office, to cycle to college and park machines on college premises. Bikes are left at the owner's risk. Bikes must be locked, and students must wear helmets when cycling.

Daily Life at CVCC

Times of the College Day

08.50 – 09.05	Assembly/Registration
09.05 – 10.05	Lesson 1
10.05 – 11.05	Lesson 2
11.05 – 11.25	Break
11.25 – 12.25	Lesson 3
12.25 – 13.25	Lesson 4
13.25 – 14.10	Lunch
14.10 – 14.20	Registration
14.20 – 15.20	Lesson 5

Eating in College

Catering at Clyst Vale is aimed at encouraging healthy eating through sensible choices. Our catering contract is with Cleverchefs. The College complies with the Government's nutritional standards for food in schools. There is a breakfast service in the Canteen from 8.15am each morning; during morning break a snack bar is run in the Giraffe House, with a wider range of cold and hot snacks available in the Canteen.

Lunches are provided on a cafeteria system from 13.25 in both the Canteen and the Giraffe House. A set meal is available every day, or students may choose dishes at the prices displayed. Hot and cold drinks are also available. A range of healthy snacks (sandwiches, wraps, tray bakes prepared on site) is available.

Free School Meals are provided for children of parents/carers in receipt of certain state benefits. To apply for Free School Meals please go to the Devon Citizens Portal https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/ Receipt of Free School Meals will also entitle your child to a range of other benefits such as free curricular trips, revision guides and print credits.

Students may bring packed lunches to be eaten in the Canteen or the Giraffe House, where drinking water is available. Filtered drinking water is also available at points around the College. Students are encouraged to bring a water bottle to reduce single use plastic; cups are no longer provided.

The College operates a cashless catering system with parents/carers able to make payments through an online system.

Full details are available on our website at <https://login.schoolgateway.com/0/auth/login>

We expect children to respect their environment, to deposit litter in the bins provided, and to remember that chewing gum is not allowed anywhere on the premises.

Daily Life at CVCC

Uniform (Years 7-11)

Clyst Vale aims to maintain a simple pattern of College dress to promote a clear sense of identity and enable students to come sensibly dressed, at reasonable cost, for a range of learning activities. If a student is improperly dressed, correct uniform will be provided for that day or the student may be sent home to change his/her clothing, at the discretion of the Principal.

If parents are in any doubt about the suitability of an item of uniform they should check with the College before buying it.

- White collared shirt.
- School colour tie.
- Clyst Vale V-neck jumper with College logo.
- Trousers should be plain, black, formal and full length. Trousers must be worn on the waist. If you are not purchasing trousers from Thomas Moore approved range please check with the college that your purchase meets our uniform standard.
- Skirts – Blue Tartan
- Trutex Senior stitched down/Taylor Tartan (blue) knee length skirt, of an appropriate length.
- Knee length black tailored shorts may be worn in the summer.
- Black sturdy shoes or all black trainers (no white sole showing).
- Clyst Vale reversible jacket or another outdoor coat.
- A plain white t-shirt or vest may be worn under the shirt.
- White socks or black tights with skirts.

All uniform can be purchased from Thomas Moore, Exeter. Thomas Moore offers both a personal service in their shop and also the opportunity to order online at www.thomasmooretomaster.co.uk

Additional Uniform Expectations

- Eyebrow jewellery, facial, tongue, nose and lip studs are not permitted.
- Leather jackets, all denim garments and all hoodies are not permitted.
- Hoodies and sweatshirts are not permitted.
- Leggings are not permitted.
- Students are expected to tuck their shirts in.
- Hats should not be worn indoors.
- Outer coats should be predominantly plain in colour and without large logos.
- On health and safety grounds, shoes should be appropriate for a workplace. Flip flops, open toes, Uggs, Dr Martens boots (or equivalent) are not permitted.
- Jewellery may be worn, providing it is not excessive or potentially hazardous. However, it is a legal requirement that all jewellery must be removed before undertaking sporting activities. It is the responsibility of the wearer to do this.

The Principal, in consultation with the Governors of the College, will decide on the suitability of the appearance of a student attending the College – extreme hair styles, of either cut or colour, are not permitted.

If a student persistently or flagrantly defies these simple uniform rules, they may be removed from lessons and break times; the College also has the right in law to send a student home to change if it is safe to do so.

Daily Life at CVCC

Uniform (Years 7-11)

PE kit

The PE kit is available from Thomas Moore. The following items are compulsory:

- Navy Polo – Vapour (boys), Haze (girls)
- Cuatro navy shorts
- Coolmax sports socks
- Base layers may be worn under PE tops for added warmth

Additional kit

- You are strongly advised to provide your child with a gum shield for rugby and shin pads for football. Gum shields can be purchased from the PE department at Clyst Vale.
- Physical Education is one of 10 compulsory subjects within the National Curriculum set out by the Education Reform Act (1988). Statutory requirements state that all students should participate in regular Physical Education.
- Students with long hair will need hair bands for all PE lessons.
- All clothing and equipment must be clearly marked with the owner's name and initials.
- Leggings can be worn on their own or under Cuatro shorts. Not advised to be worn on their own for rugby.
- An apron is required for food & nutrition lessons.

Equipment

All students should come to College with the correct equipment for lessons - this includes black, green, and red pens, pencils, a ruler, an eraser, and a calculator.

The Maths department recommends the Casio fx-83 gtx.

Smartphone Policy

Mobile phones, smartphones, and other internet-enabled communication devices are not permitted on the College premises between a student's arrival at College and their departure; this includes break and lunchtimes. Such devices must be switched off and placed in the student's bag. If a student is seen with a smartphone, it will be confiscated; a third and subsequent confiscation will lead to complete bans of increasing length. We live in a largely rural area with variable transport links, so students are permitted smartphones on their way to and from College for safety reasons. Our policy is the national policy, and the reasons are well rehearsed: banning phones leads to better learning, better socialisation, reduces daily screen time, helps combat phone-dependency or addiction, and removes the risks of inappropriate use. Further, the rules on mobile phones in public exam conditions are extremely strict, often leading to disqualification.

Safeguarding at CVCC

Safeguarding Children

At CVCC we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected, valued and listened to. Our procedures help us ensure that all children receive effective support, protection and justice.

We ensure that all staff including volunteers and supply staff are aware of our procedures and comply with strict selection criteria which aim to ensure the suitability of any adult working in our College. Parents and carers are welcome to read the Policy on request, or by visiting the College website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our students are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

Clyst Vale is an Operation Encompass School. Operation Encompass is a police and education early information safeguarding partnership enabling schools to offer immediate support to children experiencing domestic abuse.

Our lead member of staff responsible for Child Protection & Safeguarding is Mr P Sutton, Deputy Principal.

The Clyst Vale Safeguarding Team

Paul Sutton, Deputy Principal & Designated Safeguarding Lead (DSL)
Louise Telford, Deputy Principal, SENDCO and Deputy (DSL)

suttonp@clystvale.org
telfordl@clystvale.org

Heads of Year (Level 3 Safeguarding Trained)
From September 2024 to July 2025

Bridget Adie, Head of Year 7
Kerry Albutt, Head of Year 8
Sara Watt, Head of Year 9
Meghan McConnachie, Head of Year 10
Adam Pearce, Head of Year 11
Claire Haynes, Head of Post 16

adieb@clystvale.org
albuttk@clystvale.org
watts@clystvale.org
mconnachiem@clystvale.org
pearcea@clystvale.org
haynesc@clystvale.org

Curriculum

The curriculum comprises all those subjects and activities which students pursue in their timetabled lessons and activities. Detailed curriculum information is available on our website. A brief summary of what we offer is as follows:

Heads of subject

English: English Language and Literature

Head of English

Mrs V Oldfield

Mathematics

Head of Mathematics

Miss M Barratt

Science

Head of Science

Mrs M Serven

Humanities: Geography, History, Beliefs & Values

Head of Geography

Head of History

Head of Beliefs & Values

Mrs Klampfer-Hall

Ms M Nash

Miss Z Brotherton

Modern Languages: French and Spanish

Head of Modern Foreign Languages

Mrs C McConachie

ICT

Head of Computing & Digital Media

Mr A Workman

Physical Education

Head of PE

Mr J Powell

Performing Arts: Dance, Drama and Music

Head of Performing Arts

Miss E Williams

Design & Technology

Head of Design & Technology including Food

Mr B Arthur

Art

Head of Art

Mr M Brooks

SEND Department

Learning Support

Mrs Telford

(Deputy Principal SENDCo)

Work Related Learning & Enterprise Education

Co-ordinator

Personal, Social & Health Education (PSHE)

Ms N Bennett

Ms N Bennett

Curriculum

Curriculum Structure

At all Key Stages, lessons are taught as five, 60 minute lessons per day. The timetable is organised on a fortnightly rotation. Whilst all lessons at Key Stages 3-4 are taught during periods 1-5, at Key Stage 5 in order to allow the greatest flexibility for students and to maintain a broad and balanced curriculum, subjects may be timetabled either at lunchtime or after school. To ensure the curriculum remains as broad as possible for as long as possible Clyst Vale Community College follows a three-year Key Stage 3 curriculum and a two-year Key Stage 4.

Curriculum Years 7 to 9

During Key Stage 3 (years 7, 8 and 9) students study a wide variety of subjects that will provide them with a secure foundation in each subject and equip them with the key knowledge and skills to be successful in their GCSE qualifications and to meet the overriding intent of the whole school curriculum.

The content and skills that each subject delivers across Key Stage 3 has been carefully chosen and sequenced to ensure that it provides students with a rich learning experience, the opportunities to master key areas of subject content and increasing intellectual challenge and rigour as they progress from one year to the next.

Teaching groups are organised according to the demands of each subject and the stage that students have reached; they range therefore from mixed ability groups, to sets. NFER tests are carried out during the first term in Year 7 to establish ability profiles of each intake.

Summative teacher assessment is completed for all subjects throughout Year 7 – Year 9.

Students study both French and Spanish in Year 7 and then select one language to study in Year 8 and Year 9.

Students will study a range of humanities subjects, creative subjects, core subjects and physical education.

Citizenship topics are taught specifically in Course 42 and across the curriculum. Personal, Social and Health Education and Work-Related Learning are also taught in Course 42.

Curriculum

Curriculum Years 10 and 11

Key Stage 4 is comprised of two years (years 10-11), with the exception of Core subjects which start teaching the GCSE Specification in the Summer Term of Year 9.

In the Spring Term of Year 9, students choose their GCSE/L2 subjects. The Options process ensures that all students receive advice and guidance on how best to choose GCSE/L2 subjects.

The KS4 curriculum consists of compulsory Core subjects, a guided Humanities option choice of either History or Geography and a guided Language choice of either French or Spanish and then two other 'free' option choices. A strong academic core is at the heart of the curriculum and this provides all students with opportunity to study a range of subjects, many of which contribute to the EBACC. Students will study 9 subjects at GCSE equivalent level. The sequencing of lessons at Key Stage 4 is driven by the demands of the exam board and syllabus and is carefully connected to the key skills and content that has been delivered to students at Key Stage 3.

We offer two alternative pathway courses for those students who require an adapted curriculum at Key Stage 4. There is the Gateway course which focuses on developing students' confidence, self-esteem, and resilience, and the AQA Unit Awards which a series of personalised short courses across a range of topics and subjects, each individually certificated. In addition, students develop core skills in teamwork, communication, problem solving, research and self-management within both courses.

Statutory RE and PSHE is covered within 'Cultural Personal Studies'. Students also receive input on Careers and undertake work experience during the Summer Term of Year 10.

Post 16

Our Post 16 provision at Clyst Vale provides students with a real sense of community and belonging. We are a small sixth form, and as a result can offer real support and guidance to all our students. Both students from our lower school, as well as external students, join the sixth form and are attracted by the individual approach on which we pride ourselves. New students are made very welcome and settle in quickly – all expressing how friendly the environment is. This is enhanced by the fact that Post 16 students have their own dedicated block within the College with study areas, café and a purpose-built IT suite.

Home learning and study

Work set to be completed outside timetabled lessons is an essential part of the curriculum and is an important part in raising student achievement. When appropriate homework is set, it enhances student learning, allowing students to consolidate and extend the knowledge, understanding and skills gained in lessons, improves achievement, and develops students study skills. Effective homework requires careful planning and integration into each subject's programme of study, it is an integral part of learning rather than an add-on.

In addition to completing set tasks all students are actively encouraged to develop a study habit to support and deepen their learning, thus providing opportunities to study topics in greater depth and breadth as well as providing students with the experience of working to deadlines. Our aim is to foster a culture where students are proactive in thinking, questioning, and developing independence in their learning. These skills will be essential for success at KS4, KS5 and beyond.

From September 2024 details of home learning set for students will be available to students and parents/carers via the Edulink App.

Curriculum

Tasks will have a clear objective and the frequency by which staff set regular homework is determined by the number of lessons taught per week.

- A weekly homework will be set by a subject if students have more than 3 lessons per fortnight.
- A fortnightly homework will be set by a subject if students have 3 or less lessons with group per fortnight.
- For Key Stage 4, students should expect homework every week in all subjects except CPS and Core PE.
- Key Stage 5 students should expect homework every lesson in all subjects with the exception of PSHE and the enrichment activities.

Subjects may provide students with extended homework tasks which cover several weeks egg students may be set project/research to complete which will take two or more weeks to complete, however the teacher will monitor progress throughout this extended time period.

The optimal time per-night for pupils to spend on homework varies by age.

Suggested amounts per day		Approximate time per subject – dependant on the nature of the subject
Year 7	40 mins	20 mins
Year 8	40 mins	20 mins
Year 9	60 mins	20 – 30 mins
Year 10	90 mins	35 – 45 mins
Year 11	90 mins	35 – 45 mins
Year 12	4 hours per subject per week including independent learning	
Year 13	4 hours per subject per week including independent learning	

Parents/carers should contact the relevant subject leader if they have concerns regarding home learning. Parents/carers will be informed at an early stage if home learning is not being completed satisfactorily.

It is essential that homework tasks are completed by all students and on time. We provide appropriate support for all learners to complete their homework tasks whilst also ensuring students develop the key skills of independent learning.

A supervised homework club which enables students to have access to ICT runs is offered from Monday – Thursday from 15.30–16.45.

Students who fail to complete homework will be given an appropriate sanction which will escalate and ultimately result in an after college detention for those students who repeatedly fail to complete work.

Curriculum

Careers education and guidance

Careers education and guidance at Clyst Vale is designed to empower all students to develop skills and knowledge that will enable them to make decisions wisely throughout their lives and help them to achieve their full potential. All Work Related Learning is co-ordinated by a dedicated member of the teaching staff. Much of the careers curriculum is delivered through Course 42 in Key Stage 3 and CPS in Key Stage 4 and is supplemented by individual events such as the Year 10 Work Preparation Day and Work Experience.

The aims of this part of the curriculum are:

- Enhanced self-awareness.
- Enhanced opportunity awareness.
- Enhancing decision making.
- Enhanced ability to manage transition.
- Enhanced awareness of Health and Safety.

Links with local employers/work experience

Over the years, strong links have been established with local employers, who participate in the life of the College in the following ways:

- Providing opportunities for work experience and work observation.
- Giving students practice for, and experience in, live interviews.
- Offering job and training opportunities.
- Coming to talk to students about different jobs and what they involve.
- Leading Challenge Days.
- Offering extended work experience for Year 10 and Year 11 students following an alternative curriculum.

All Year 10 students negotiate a period of work experience with (usually) local employers during the summer term. A-level students are encouraged to undertake a period of work experience related to their future degree courses or future training in the summer term of Year 12.

Music tuition

All students study music in Key Stage 3. For students with a potential passion or talent for music, we liaise with Devon Music to host peripatetic music tuition on site.

Attendance and Absence

Leaving College during the day

It is mandatory for students to stay at college from the time they arrive before 8.50 a.m. until they leave after 3:20 p.m. Should a child need to leave during college hours, special arrangements must be made. It is recommended that parents/carers provide two weeks' notice in advance by emailing studentabsence@clystvale.org and their child's Head of Year. Before leaving the site with their parents or carers, students must report to the receptionist. For safeguarding reasons, parents/carers should pick up their child from reception and sign them out using the electronic system.

Leaving College at lunchtime

If a student lives in Broadclyst they may wish to go home at lunchtimes. If a parent/ carer wishes his/her child to go home for lunch, a pro forma is issued by Students Services office, completed by the parent/carers and returned to Student Services. A pass will then be provided for the parent's/carers signature. Passes are renewed annually. Parents/carers must take full responsibility for their child(ren) once they leave the College premises. A pass will not be issued to any other student outside of the Broadclyst area.

Absence from College

Parents/carers are expected to inform the attendance officer of their pupil's absence before 9.00 a.m. on **each day** by emailing studentabsence@clystvale.org or via Edulink. You must provide the reason for their absence and when they will be returning to school. As far as possible, medical, and dental appointments should be made outside of the school day. Where this is not possible, a note and appointment card should be sent to us prior to the appointment.

Pupils must attend before and after the appointment wherever possible. If the appointment requires the pupil to leave during the day, they must be signed out by an adult listed on the pupil's record. Should a pupil arrive late following an appointment, they should report to reception and sign in via the electronic screen.

We will contact parents and/or other listed emergency contacts where no contact has been made. Where required, we may conduct reasonable enquiries with friends or neighbours and will carry out welfare home visits as necessary. If no contact is made, we may request a welfare check from the police.

Taking holiday during term time

Following Government guidelines, we are no longer able to authorise holiday in term time, unless it is due to exceptional circumstances. Any request should be made to the Lead Attendance Officer by completing an S2 Absence Request Form, this should be emailed to studentabsence@clystvale.org and is subject to approval by the Deputy Principal.

Children should attend school for 190 days each year and every day is important.

Please help them not to miss any of this valuable time.

Behaviour & Student Welfare

Heads of Year

The Pastoral structure at Clyst Vale is based on Year Groups. There are 6 tutor groups in each year group (7-11). Each year group is lead by one of the Heads of Year (HOY) who stay with the year group throughout their time at the College. They are responsible for all pastoral matters; praise, behaviour, wellbeing and attendance, they also have oversight of Academic progress working alongside Heads of Departments. For most enquiries relating to pastoral support, students and parents can contact tutors; when an issue needs to be escalated, the Head of Year will support as appropriate.

For the Academic Year Sept 24-25 the HOY will be.

Year 7 Mrs Adie	adieb@clystvale.org
Year 8 Mrs Albutt	albuttk@clystvale.org
Year 9 Miss Watt	watts@clystvale.org
Y10 Miss McConnachie	mcconnachiem@clystvale.org
Y11 Mr Pearce	pearcea@clystvale.org
Mr Sutton (Deputy Principal) has oversight of the Pastoral Team	suttonp@clystvale.org

Student Welfare and Support

Student Welfare support is overseen by Mr P Sutton, Deputy Principal and Mrs Louise Telford, Deputy Principal, SENDCO (Special Educational Needs Coordinator).

Student Services

The student services team, situated just inside reception, provide logistical support for students and parents on daily basis signposting them to the appropriate area. If for example your child loses a tie or bus pass, if you change your details, or have query around a parents evening the Team will be able to help you.

Student Counsellor

We are very fortunate to have a student counsellor at Clyst Vale. For students who may at some point need support and guidance around their emotional wellbeing can be referred via a member of staff, usually their tutor or HOY.

Early Help

Sometimes students and their families need access to support outside of school. Early help is a vital intervention for families in this situation. Our Early Help Coordinator (Mrs Jones) works closely with families and partner agencies to provide appropriate support and advice.

Behaviour & Student Welfare

Three Schools, One College

We believe in a holistic, integrated approach to maximise student progress and achievement: an unhappy or worried student does not learn well, but equally we cannot call ourselves 'caring' if students are performing below their potential. As well as a Head of Year, students will belong in schools. Schools will form the basis of in-college competitions, similar to the 'house' system common in English education; this will encourage a sense of competition, belonging and promote happiness.

Rewards and Sanctions

The College Behaviour Policy clearly sets out the expectations on staff and students with regard to rewards and sanctions. This is available on the College website. At CVCC we have high expectations of our students and staff in terms of behaviour. As a Rights Respecting School we endeavour to set clear boundaries for behaviour and offer consistent reward for excellence.

SEND Department

The department work closely with subject teams, pastoral staff, and parents/carers to provide support for students with special learning requirements and students with behavioural, emotional and social difficulties.

For students with special learning requirements this includes:

- Working with individuals on their specific difficulties
- Working short term with groups of children delivering targeted interventions
- Providing support within the classroom
- Helping to provide suitable resources across the curriculum for students with special needs
- Providing specific support for individuals when taking GCSEs and organising any necessary special arrangements

The department also works closely with a range of external professionals, advisory teachers, the Devon Inclusion and Well-being teams, health care professionals, Social Services, the Traveller Education Service and Educational Psychologists.

The college provides support to;

- Enable young people to become positive members of the community.
- Provide, where possible, a short-term intervention which enables students to meet our expectations in mainstream classes and build confidence and self-esteem.
- Facilitate longer term alternative provision for individuals for whom some mainstream classes are not always appropriate.
- Monitor and improve responses to our expectations.
- Establish effective partnerships between parents/carers, students, and staff.
- Ease disruption to mainstream classes.
- Reduce fixed term and permanent exclusions.

Parents

Communication with parents/carers

We place great importance on partnership with parents and carers and provide updates on key information through our regular newsletter. This provides a variety of information, from the latest sporting updates, most recent College news, the terms' calendar of events, students of the week and our current links with the wider community.

Our website displays our students' achievements and provides parents and carers with necessary updates and upcoming events for their calendar. This enables us to keep parents and carers up-to-date and send messages out quickly and effectively.

Most communication between college and home will be via a system called EduLink, it's important that all parents and carers install the EduLink App for us to communicate most effectively with them. Details will be provided in September including login details and how to access the system. EduLink will allow us to communicate with parents and carers through email and App based messaging and will provide live up-to-date information including Achievement and Behaviour.

Termly Progress Reports (TPRs) will be issued three times a year in order to report on students' progress, achievements and needs. The idea of the TPRs is to promote discussion between parents or carers and their children in order to celebrate progress and to address how best to ensure success in the future. This may well be a case of working harder at home or at College, ensuring that behaviour and attendance meet College expectations, or simply continuing to work in the same manner. Tutors and subject teachers will also be monitoring progress and discussing strategies to ensure the best outcomes for all children. An effective and open partnership between College and home, with shared messages, will enable your child to best fulfil their potential.

During the year, parents or carers will be invited to their child's Parents' Evening. Since the pandemic we've moved to an online system for Parent's Evening in order to provide parents with the maximum flexibility and remove any potential barriers to attendance.

Whilst we encourage two-way communication throughout the year, this is an excellent opportunity for parents or carers to meet with a variety of teachers to discuss their child's progress and any issues or concerns they may have. The online booking system for appointments can be accessed via the parent link on the Clyst Vale website or by visiting the following address <https://cvcc.schoolcloud.co.uk/>

If you ever experience any difficulties accessing EduLink booking system, then please contact Student Services, studentservices@clystvale.org

Parents

Payment into College

For cashless catering (see Page 4), all payments into College should be made via our on-line payments system. Full details can be found on School Gateway: <https://login.schoolgateway.com/0/auth/login>

There are alternative arrangements for parents/carers who do not have access to our system.

If you have any issues regarding making payments on-line, please contact financepsf@clystvale.org

Key Information

Dates for the coming year

Autumn term 2024

Thursday 5th September	First day of term
Monday 28th October - Friday 1st November	Half term holiday
Friday 20th December	Last day of term

Spring term 2025

Monday 6th January	First day of term
Monday 17th—Friday 21st February	Half term holiday
Friday 4th April	Last day of term

Summer term 2025

Wednesday 23rd April	First day of term
Monday 6th May	Bank holiday
May-June	GCSE A level exam period
Monday 26th May—Friday 30th June	Half term holiday
Friday 18th July	Last day of term

Privacy Notice—Data Protection Act 1998

We, Clyst Vale Community College, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care, and
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the College without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the LA (Devon County Council) and the Department for Education.

If you would like to see a copy of the information we hold and share about you, please contact the College Manager, Mrs A Hopkins.

If you require more information about how Devon County Council and the DfE use this data, please go to the following websites: www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data and www.devon.gov.uk

Key Information

If you do not have access to the internet, please contact the Local Authority or the DfE as follows:

Corporate Information Governance Team

Strategic Intelligence, Devon County Council, Room L10, County Hall, Exeter, Devon EX2 4QX. Telephone 01392 384682.

Public Communications Unit

Department for Education, Great Smith Street, London SW1P 3BT. Tel: 03700 002288.

In addition, for all schools with pupils aged 13 or over:

Once pupils are aged 13 or over, we are required to pass on certain information to Careers South West. Careers South West is the government's information and advice service for all young people aged 13 to 19 in England. We must provide the students name and address and those of his/her parents/carers, together with any further information relevant to the Careers South West service's role.

However, (if the student is over 16) his/her parents/carers can ask that no information beyond name and address be passed to Careers South West. Please inform the College Manager if you wish to opt out of this arrangement. For more information about Careers South West, please contact the Local Authority as detailed above.

Accessibility plan

Statement of Principle

CVCC is committed to reducing barriers to learning and improving access to an inclusive education for all learners with special needs or disabilities. The College has a duty in law not to discriminate against children and young people with disabilities.

Legislation imposes the following duties on the College:

- Maximising access for students with disabilities to the College curriculum, including participation in extracurricular activities and visits.
- Improving the delivery of written information to students with disabilities.
- Improving access to the physical environment of the College.

This plan is intended to increase accessibility and develop inclusive education provision for children with disabilities. The Governing Body acknowledges its statutory duty to implement the plan and allocate adequate resources to it from the College budget and from external funding sources when available.

Key Information

Key Contacts

Sara Jacobs, Principal
Clyst Vale Community College
Station Road
Broadclyst
Exeter
EX5 3AJ

General Enquiries can be emailed to admin@clystvale.org

Reception Opening Times

08.15—16.30 Monday to Friday

Heads of Year (2024-2025)

Issues relating to behaviour, bullying, wellbeing or pastoral care should be directed to your child's Head of Year in the first instance:

Bridget Adie, Head of Year 7

Kerry Albutt, Head of Year 8

Sara Watt, Head of Year 9

Meghan McConnachie, Head of Year 10

Adam Pearce, Head of Year 11

Claire Haynes, Head of Post 16

adieb@clystvale.org

albuttk@clystvale.org

watts@clystvale.org

mconnachiem@clystvale.org

pearcea@clystvale.org

haynesc@clystvale.org

Board of Governors

The Board of Governors comprises:

The College Principal – Ms S Jacobs, 6 parent Governors, 4 Governors appointed by the Academy Trust and 3 Governors co-opted by the Board of Governors.

Chair of the Board of Governors:

Mr Simon Sanger-Anderson

Clerk to the Board of Governors:

Catherine Prunty

Tel: 01392 463913

Members of the Clyst Vale Academy Trust:

Ms S Jacobs, Mr S Sanger-Anderson, Mr G Evans, Mr P Skelton, Dr K Bawn

Library

The school library is open throughout the day and is an integral part of the College. It encourages students to use the excellent range of resources available to support learning and helps them to develop an appreciation of reading for pleasure - which has been proven to help individuals understand and empathise with others, build confidence and improve cognitive development.

Accordingly, fortnightly lessons are timetabled for Years 7, 8 and 9, allowing students to familiarise themselves with the library and select books. There is a strong link between the library and the teaching departments and a focus on how the library can support all aspects of curriculum delivery.

Students are allowed to borrow up to four books at any one time for a period of two weeks (this period can be extended). Books can be ordered through the library to support specific learning needs. Research lessons often take place, where the Librarian guides students through research techniques and available sources for topic work.

The library has a fantastic variety of books and resources and has the added benefit of being one of only two 'dual use' libraries in Devon. This means that we are part of Devon Libraries and Information Services and are open to the public for three sessions a week throughout the year (including school holidays). The students therefore benefit from access to all the Devon Libraries stock, including books, audiobooks, eBooks and the excellent selection of online resources.

Library public opening times:

Monday	15.30 – 17.30
Wednesday	15.30.– 17.30
Thursday	16.00 – 18.00

Telephone 01392 464010

Contact information

Reception 01392 461407

Senior Leadership Team:

Principal

Ms Sara Jacobs

Deputy Principal (Curriculum, Teaching & Learning)

Miss Lisa Martin

Deputy Principal (Pastoral and Safeguarding)

Mr Paul Sutton

Deputy Principal (SENDCo)

Miss Louise Telford

Assistant Principal Data, Reporting, College Systems

Mr Allen Bailey

College Manager

Mrs Ann Hopkins

Postal Address

Clyst Vale Community College

Station Road, Broadclyst,

Exeter, EX5 3AJ

Telephone: 01392 461407

Email: admin@clystvale.org