



Countesthorpe Leysland Community College

**PARENT HANDBOOK  
2017/18**



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# Welcome to Countesthorpe Leysland Community College

Dear Parents and Carers,

This is a new chapter in your child's educational journey and we are delighted that you have chosen Countesthorpe Leysland Community College.

We know that making the choice of school for your child is probably one of the most important decisions you have made. We have stated we are in the business of preparing young people for life: equipping them for the reality of working life, opening their eyes to the opportunities that the world has to offer, and helping them become independent, confident and rounded. For this reason, we make no apology for having high standards.

This school is about improving the prospects of young people. We want to develop capable, resilient, independent young people. This involves support and challenge, celebrating successes and learning how to deal with disappointments.

**"Be the best you can be"** is at the heart of what we do. We want this for each child.

We cannot achieve this alone. We need your support.

This booklet will allow you to understand how we work as a school. How we need you to work with us to make sure that life runs smoothly in our learning community, to make sure your child leaves with the best possible exam results.

We hope your child enjoys Induction Day on Wednesday 5<sup>th</sup> July and we look forward to seeing you at the Parents' Evening. For the sake of numbers, if it is possible for you to attend without your children please do so.

## Return to College Dates Academic Year 17/18

All students will return on Tuesday 29<sup>th</sup> August 2017.

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*“At Countesthorpe Leysland Community College we expect our students to work hard, be organised and reach their individual potential. The following information is designed to help us work in partnership in order to help your child achieve.”*

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## Timetable

Countesthorpe Leysland Community College operates a two-week timetable. Timings of lunch depend on where students have their period 4 lesson.

Leysland Building	Leysland Building	Countesthorpe Building	Countesthorpe Building
08.30 and assembly	Registration	08.30 and assembly	Registration
08.45-08.50	Movement	08.45-08.50	Movement
08.50-09.50	P1	08.50-09.50	P1
09.50-09.55	Movement	09.50-09.55	Movement
09.55-10.55	P2	09.55-10.55	P2
10.55-11.15	Break	10.55-11.15	Break
11.15-12.15	P3	11.15-12.15	P3
		12.15-12.20	Movement
12.15-12.55	Lunch	12.20-13.20	P4
12.55-13.55	P4	13.20-14.00	Lunch
13.55-14.00	Movement		
14.00-15.00	P5	14.00-15.00	P5

## Break and Lunchtime

Students are required to stay on the College site at break and lunchtime.

A lunchtime pass needs to be requested, in writing, from the Pastoral Office, if your child is to have lunch at home.

## Transport

Confidence Buses is the preferred provider of the College and have successfully tendered for the contract with the College and as such we will be able to assist parents/carers with any queries, questions or issues that arise.

We will be unable to assist parents/carers with any queries or correspondence related to Beaver Buses.

A twilight bus runs to support students staying for after school activities throughout the year:

- **Tuesday**                      Bus Arrives 4.00pm                      Bus Departs 4.15pm
- **Thursday**                      Bus Arrives 4.00pm                      Bus Departs 4.15pm

## Equipment

Students must be provided with:

2 black pens (required for exams)	Clear pencil case (required for exams)
2 purple pens	2 different coloured highlighters
Pencil	Coloured pens or pencils
Pencil sharpener	Ruler
Eraser	Scientific calculator
Pair of compasses	Protractor
The Learner's Handbook (provided by Countesthorpe Leysland Community College – a replacement costs £3.00). This is an organisational tool and a way of communicating between home and school. It is not a Homework Diary – See the homework section for more details.	

## Additional Subject Specific Equipment

Some materials can be ordered via **ParentPay.com**. Subject teachers will communicate this to students at the appropriate time.

Some subjects may involve some additional costs such as buying material for Textiles or ingredients for Food Technology.

## Homework

Homework is essential to success in exams and school in general and all students at Countesthorpe Leysland Community College are expected to complete homework. Committing to memory work which has taught in lessons, exam and assessment practice, working to deadlines and time management are developed through doing homework.

Show My Homework, is an online homework diary to help your child and you keep track of homework.

Show My Homework will allow you and your child see the details of their homework and deadlines set. Students need to use their full college email address and their college password and log on through the college website. This will be issued to your child at the beginning of the academic year.

Parents are issued with login details for Show My Homework at the beginning of Year 7. These login details will let you see your child's personal homework calendar. If you do not log in, you can still see all homework set in College, meaning you can use the filters to see what homework has been set for your child's group – though logging on will give you more information.

To view the live homework calendar for Countesthorpe Leysland Community College (or log into your personalised parent account) you will need to visit:

**<https://countesthorpe.showmyhomework.co.uk/>**

What are the benefits?

- ✓ Log on and check the homework situation for your child, when it is convenient to you
- ✓ See exactly what has been set as homework for your child
- ✓ Free apps available for iPhone, iPad, iPod Touch, and Android devices

- ✓ Set up automated notifications before homework is due – so you know when your child’s homework is due
- ✓ Translation into over 50 languages

We hope that that Show My Homework will help your child manage the change from primary to secondary school and help set up good study habits and working independently.

If you or your child have any questions about the service, please don’t hesitate to get in touch with the team at Show My Homework, who are always happy to help. Just email [help@showmyhomework.co.uk](mailto:help@showmyhomework.co.uk) or call 0207 197 9550.

Also available on the College Website to help are a Parent Pack, a video tutorial and trouble-shooting guide.

### **Quick Guide for Students:**

- Follow the link to Show My Homework through the Countesthorpe Leysland Community College Website (login details will not work if you do not do this)
- Use child’s full college email address as the username e.g. [17-jbloggs@clcc.college](mailto:17-jbloggs@clcc.college) and their network password

## The College Library

Is open and supervised until 4.00pm every day (Fridays 3:30pm) for quiet, focused study.

Students have access to books, DVDs, music, newspapers, journals and computers. This is a suitable place for students to complete homework if needed.

# Uniform Information

Information regarding uniform can be found on our website at <http://www.clcc.college/uniform-information/>

## YEARS 7 – 11 SCHOOL UNIFORM

BOYS	GIRLS
Plain grey tailored trousers	Plain grey tailored trousers or plain grey knee length skirt (straight or pleated)
Plain white shirt with collar	Plain white blouse/shirt with collar
CLCC tie	CLCC tie
Plain black V neck jumper with college logo	Plain black V neck jumper with college logo
Plain black shoes/trainers	Plain black shoes/trainers
Plain grey or black socks	Plain grey or black socks or plain natural skin tone or plain black tights.

## PE KIT

BOYS COMPULSORY ITEMS	GIRLS COMPULSORY ITEMS
CLCC Navy T-shirt	CLCC Navy T-shirt
CLCC Navy Training Top	CLCC Navy Training Top
Navy shorts	Navy shorts
PE Socks	PE socks
<b>Optional Items</b>	<b>Optional Items</b>
Training bottoms	Training bottoms



## Uniform Guidance

Below is a detailed explanation of the uniform requirements which we expect all students in Years 7, 8, 9, 10 and 11 to follow.

We appreciate that there is a vast array of styles so have drawn up some additional guidance (see below).

Students who are not correctly uniformed can expect to be sent home.

### Trousers

In the first instance, and in order to guarantee that your son/daughter arrives at college in the correct trousers, **we would encourage you to purchase the trousers from our preferred supplier Schoolwear Solutions.**

Should you choose to purchase them from another retailer other than our recommended supplier then please ensure the following:-

#### **Trousers should be plain grey**

We **will not** allow the following:-

Jeans, denim trousers, jeggings, leggings, trousers which are tight to the thigh, calf, or leg, trousers that do not cover the ankle, cords.

### Skirts

Skirts are to be **knee length** and of a traditional style. We will not allow the following:-

Lycra skirts, denim skirts, tight skirts, skirts with a pattern

### Jumpers

All students are required to wear a V neck black jumper with the College logo –

No other jumpers will be allowed and students should arrive in college each day wearing their college jumper.

### Shirts/Blouses

Shirts and blouses should be plain and of a traditional style and must be able to be worn with a tie. Polo shirts are not allowed. We expect students to wear shirts tucked in.

## Shoes

These should be plain black, low heeled shoes which are suitable for college. The following are not allowed:-

Pumps, ballet style shoes, shoes with heels, shoes with any marking or logo, sling back or backless shoes. Shoes laces should be black.

## Boots

Boots may be worn. For girls these can be worn with trousers only, not with skirts. The boots must be worn over the socks. Boots must be plain black and of a traditional design. No UGG type boots are allowed.

## Coats

Students will need an additional coat for the colder months especially given that the college is split across two sites. Coats must not be worn inside college buildings. **Hooded tops are not allowed.**

## Jewellery

One pair of plain ear studs and a watch. **No facial piercings and no other piercings are allowed.** Earlobe stretchers and bars are NOT permitted. Religious jewellery can be worn but must be under clothing. **No Smart Watches.**

## Hair and Make up

Make up must be discreet and kept to a minimum, hair colour should be in the range of natural hair colouring. No extreme hairstyles or colours. Clear nail polish only.

We want our students to look and feel smart and be proud of the community to which they belong. It is expected that students will dress smartly and take pride in how they look. In coming to the college, parents and carers agree to support our policy in ensuring your child is correctly dressed. Uniform must be worn at all times, including the journey to and from school. Pupils on day trips will be expected to wear uniform unless they are told otherwise.

## Bags

Each student will be expected to carry an appropriate bag for school which can hold books and equipment. No small handbag type bags are allowed.

## How to order a School Uniform

School uniform can be purchased from:

Schoolwear Solutions  
64 London Road  
Oadby  
Leicester  
LE2 5DH  
Tel: 0116 216 0665  
[www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)

Uniform is available to purchase online or in the Schoolwear Solutions shop

Only the items with logos will need to be purchased from the listed supplier. Anything else can be purchased from other stores as long as they are within the policy. However, you do have the option to purchase them all from our supplier should you choose to do so.

## Student ID Cards

When a child starts at the College, students will be issued with an ID Card and lanyard, which should be worn at all times.

The ID card will allow students to:

- Pay for school lunches
- Book out library resources
- Use photocopiers

Students must wear their ID card and lanyard at all times; it is part of their uniform.

Replacement Cards and/or Lanyards can be purchase online through **ParentPay.com** (see section in handbook).

## Attendance

The government set attendance target for our College is 95%. We expect students to be punctual.

If your child is going to be absent from College for any reason, please contact our Attendance Officer. If your child is absent during registration and we have not received an explanation you may expect to be contacted in the interests of safeguarding.

Attendance concerns and patterns will be investigated and action taken in line with College procedure.

**Please do not accept requests to leave the College directly from your child. This is against College procedure.** If your child is ill and needs to be collected, we will contact you.

- Absence due to illness needs to be phoned through to the switchboard or emailed by 9.00am  
0116 277 1555 and choose the relevant option or [attendance@clcc.college](mailto:attendance@clcc.college)  
**(please do not email the admin address to report an absence)**
- Routine dental or medical appointments need to be made outside the College day
- Appointments involving consultants or other specialists are exceptions to this

## Holidays

Holidays in term time **cannot** be authorised (due to instructions from the government).

In exceptional circumstances, families may wish to apply for leave. Each requested is considered individually.

## The Pastoral System and Settling In

Students will be placed into one of the seven Houses in the College. Houses are made up of students from years 7 -13. Each child will be in a tutor group made up only of children in the same year. A House system helps to foster a sense of community, belonging, engagement and support. There will be opportunities for inter-house competitions and student responsibilities.

**ASK** Representatives (Approachable, Sensible, Kind) will be on hand throughout the Induction Day and the Autumn Term to support Year 7s in getting to know the layout and routines of the college.

All students have access to support through their tutors and Heads of House and the five subject teachers they see each day.

## Supporting Your Child to Solve Problems Independently

This is a big change for 11 year olds and their parents. Sometimes students need some extra help or support.

Please support us in making sure your child makes this adjustment to secondary school as smoothly as possible.

If there is an issue, please encourage your child to take steps to resolve the issue themselves by:

- Speaking to an adult in the college when the problem occurs
- Not to contact you directly in the day or wait until they get home

Please trust that we will contact you if necessary and we will always work in the best interests of your child.

# Rewards

Student achievement is celebrated throughout the year. We aim to reward students who are showing that they are striving to “be the best they can be” throughout the year. Students accumulate Merits and House Points which contribute to individual and group recognition and success.

We reward students who meet our expectations, work hard and “do the right thing”. Some of the way we reward students are:

- Certificates
- Pin Badges
- Tutee of the Week
- Awards Evening
- Leavers Parties and Prom Nights
- Reward Trips
- Reward Events

## Reward Events

Reward events are held once a term. Students receive an invitation to the Reward Event based on their attendance and conduct.

Students who attend Rewards Events will:

- Have attendance of 95% (this is a government set target the equivalent of two weeks absence from college)\*
- Have no unauthorised absence or holiday
- Have a behaviour record which demonstrates a positive contribution to the college and meeting expectations in lessons

Three Reward Events are held each year, to allow those students who make significant positive change or progress in attitude, behavior and attendance to be recognised. Students in danger of not receiving an invitation to a Reward Event will be informed with enough time to change their conduct and attendance to make a difference. The exception to this is unauthorised holiday.

\*The college reserves the right to take into consideration authorised absence due to medical issues, significant illness or compassionate leave awarded at the discretion of the Principal.

# Behaviour for Learning

The Behaviour for Learning Policy can be accessed via the College Website.

**In selecting this College, you have made a commitment to support the College's policies, practices with regards to behaviour.**

We expect the highest standards of behaviour.

## **In relation to conduct in lessons**

- The teacher is the person in charge of the lesson and students MUST follow instructions
- Students should do as asked of them by the teacher
- Students should be polite and respectful to each other and to staff

## **In relation to conduct outside lessons**

- Students are expected to move quickly between sites
- Students are expected to respect the College environment

Please be aware that schools have the right to detain students after school without prior notice in cases where it is deemed appropriate/necessary. As a matter of courtesy, we inform parents.

School staff are also entitled to search students if there are grounds to suspect a safeguarding or welfare issue.

The college do not have a responsibility and will not take action with regard to incidents which happen off the College site, out of the College day or on social media. If you have concerns, please keep us informed but alert the proper authorities.

Exceptions to this are trips, situations where students remain in the responsibility of the College and bringing the College into disrepute.

## Money & Personal Electronic Equipment (Mobile Phones, iPods, Smart Watches etc)

Mobile phones and earphones are **not** allowed to be seen or used inside the building at any point during the College day. This includes in between lessons and lesson changeover between sites.

Students will be able to use phones at breaktime and lunchtime **in outside spaces only**.

Smart watches are **not** allowed to be worn in College.

Using a device when not allowed will result in confiscation of the device which will be returned in accordance with school policy.

Under no circumstances can the College accept liability for any devices of this nature or cash; this includes accidental damage or theft.

They are brought in at the owner's own risk.

## Personal Belongings and Bicycles

All personal property is brought in at the student's own risk. Please take reasonable precautions to look after property such as using a lock bike lock.

The college cannot accept liability for personal belongings, including items of clothing.

May we take this opportunity to remind parents and students that we recommend the use of cycle paths and cycle helmets.

## Student Roles and Responsibilities

The college is committed to providing students with opportunities for leadership and to take on responsibility to prepare them for the world and the independence of adult life. There is a School Council to represent the views of the students. We encourage and expect students to contribute to college life through participating in and leading House activities.



## Extra-Curricular Clubs

The College is committed to providing opportunities for students beyond the academic curriculum.

For those students who attend twilight activities and normally catch the school bus, a late bus service is provided.

Students may also participate in activities such as P.E., Music, Dance and Drama, The Duke of Edinburgh scheme, and CAMPS International.

Sessions to support students through providing additional help and focused revision classes also run during the twilight session.

A calendar events is produced and is available on the website.

## Reporting and Target Setting

Students in all year groups have formal assessment points throughout the year in addition to a formal report which focuses on strengths and areas for improvement. Each year group has a Parents' Evening, details of which can be found on the College Calendar on the website.

Data about your child's progress and motivation will be made available via our Online Reporting system.

## Online Reporting

Parents will be able to check their child's attendance, motivation and progress using our online reporting system. This will be via an app for iOS and Android devices.

In addition, we will email/SMS links to report documents

## Effort

All students are monitored for effort. You will receive this information at each assessment and reporting point, along with details of academic progress.

Grade	Descriptor	Effort	Homework	Behaviour
<b>A</b>	Outstanding	Exemplary: fully prepared, committed and working to best of their ability in every lesson. Often volunteers constructive contributions in class. Takes lesson content further and shows initiative.	Completes all homework on time, frequently producing work of exceptional and exemplary quality to maximum ability.	Exemplary: fully focused, attentive and cooperative at all times, helping fellow students to learn and staff to teach. Takes an active and appropriate part in all class activities. Always on time to lessons.
<b>B</b>	Expected	Tries hard in the lesson. Contributes to class/group discussion. Follows instructions willingly and thoroughly. Always ready to learn, including having the correct books and equipment.	Completes homework on time to a good standard, appropriate to ability.	Good levels of focus, attention and cooperation in class. Positive and helpful in lessons. Always on time to lessons.
<b>C</b>	Needs improving	Usually engages in the lesson but needs reminding to keep on task and rarely gives maximum effort. Usually willing and ready to learn but sometimes unprepared, e.g. forgetting books/equipment.	Usually completed but not always on time. Evidence of work being rushed, lacking development and not reaching the standard of which the student is capable.	Usually acceptable but sometimes behaviour can be disruptive, making it harder for students to learn and teachers to teach. Sometimes late to the lesson.
<b>D</b>	Unacceptable	Makes little apparent effort and needs frequent reminders to stay on task. Often not willing or ready to learn, frequently forgetting books and equipment.	Homework rarely completed on time or to the standard of which the student is capable	Regularly displays disruptive behaviour which prevents other students learning and the teacher teaching. Disrespectful towards other students and teacher. Regularly late to lessons.

## Parents' Evenings

Parents' Evening dates are:

<b>Year 7</b>	7 <sup>th</sup> December 2017
<b>Year 8</b>	22 <sup>nd</sup> March 2018
<b>Year 9</b>	1 <sup>st</sup> February 2018
<b>Year 10</b>	22 <sup>nd</sup> February 2018
<b>Year 11</b>	11 <sup>th</sup> January 2018
<b>Year 12</b>	26 <sup>th</sup> April 2018
<b>Year 13</b>	14 <sup>th</sup> December 2017

## Steps to Success Evenings

Throughout the year, there will be an opportunity to attend evenings which are designed to support and help your child. These are focused on the needs of particular year groups and calendared accordingly.

<b>Year 7</b>	4 <sup>th</sup> September - Practices of the College and Settling In
<b>Year 9</b>	8 <sup>th</sup> February Year 9 Options Evening
<b>Year 10</b>	5 <sup>th</sup> September Supporting Success Transition into Key Stage 4
<b>Year 11</b>	5 <sup>th</sup> September Supporting Success Working towards Exams
<b>Year 12</b>	6 <sup>th</sup> September Supporting Success Transition into Key Stage 5
<b>Year 13</b>	6 <sup>th</sup> September Supporting Success Next Steps

## Connecting with Parents

A group of parents and carers meet every term with members of the Senior Leadership Team to exchange views and ideas. We welcome all parents. Details of the dates of these meetings will be published in the College calendar found on our website.

## ParentPay.com

Is a secure, cashless payment system which the College uses and is our preferred method of payment. The site will:

- enable you to pay for College meals and other items such as trips and resources
- give you a history of all the payments you have made
- allow you to create a single account login across all your children that attend a ParentPay school
- show you all items available for payment relevant to each of your children
- email a receipt of your payment to the email address you register
- offer you the ability to set automated email/SMS payment reminders

Login details are sent as part of the Induction Pack. If you have not received login details, have misplaced them or need assistance logging in, please contact the College.

## Payments for trips

A range of trips are organised in the College year. Where costs are incurred, payments are requested to help meet these by making a voluntary contribution. Parents who have registered their child for free school meals with the Leicestershire County Council can be considered for a subsidy towards the costs of educational visits and resources from The Pupil Premium Grant. Parents will need to apply for financial assistance

When the opportunity arises for your child to participate in a trip, you will receive a letter with an outline of the travel arrangements and costs. Permission slips need to be completed and returned to the College by parents/carers giving contact details, special dietary requirements where appropriate, and medical information.

Trips abroad have included ski-ing to Saalbach in Austria, France and Belgium. Trips at home have included visits to Cadbury's World, Land Rover, London, Stratford-upon-Avon, the Clothes Show and theatre trips.

Payments for trips, books, College meals etc can be made via ParentPay.com (please see our website for details).

The College will publish a Trips Calendar (on our website) to help parents plan and budget. This is subject to change to capitalize on opportunities which may present themselves through the year.

## Disadvantaged Students - those eligible for additional funding

You may be aware that the Government allocates additional funding to schools in the form of The Pupil Premium Grant. This grant is available to a range of students including:

- Students who have been adopted from care/left care
- Those registered for free school meals (FSM)
- Students whose parents are currently serving in the armed forces
- Students under the care of the Local Authority

**If you feel you may be eligible for this please visit [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals) where you will be given guidance and an opportunity to check if your child is eligible for free school meals.**

If your child is eligible, the College will provide financial assistance with the following:

- College approved revision and text books (supplied through the College)
- Official College PE kit
- Official College Hair and Beauty tunics
- Construction boots and overalls (supplied through the College)
- Art equipment (supplied through the College)
- Maths equipment (supplied through the College)
- Educational trips (either part or fully funded as indicated on the letter sent to parents about the trip)

### Who is eligible?

#### Children adopted from care/have left care

The Government will provide funding for children adopted from care and children who have left care under a Special Guardianship Order on or after 30<sup>th</sup> December 2005. The funding also includes children who left care under a Residence Order on or after 14<sup>th</sup> October 1991.

If your child matches this category please contact the College to let us know as soon as possible as this will allow us to claim The Pupil Premium Grant for your child. The College will deal with the information in a sensitive manner and all information will remain confidential.

## Free School Meals

Your child will be eligible for The Pupil Premium Grant if they are in receipt of free school meals, or have received them in the last six years.

### Students whose parents are currently serving in the Armed Forces

If you or your partner are currently serving in the Armed Forces, Personnel Category 1 or 2, please contact the College to let us know as soon as possible as this will allow us to claim The Pupil Premium Grant for your child.

If you need support in this please contact Leicestershire County Council on 0116 3056588 or 0116 305 7093 or visit their website at

[www.leics.gov.uk/free\\_school\\_lunches](http://www.leics.gov.uk/free_school_lunches)

Please note that by registering your child for The Pupil Premium Grant or applying for free school meals, you will **not affect any benefits you currently receive.**

## Contacting Us

If you have concerns or questions during your child's time with us please do not hesitate to get in touch.

The diagram shows the best way of doing this to get a fast and detailed response.

When contacting the college please make sure you are ready to give us the following information:

- Your name and title and relationship to your child
- Your child's name and tutor group
- A brief description of the nature of your query
- An indication if this is a subject or pastoral/welfare issue

Giving this information allows us to direct your contact appropriately as quickly as possible. If this information is not given, this may lead to a delay in us responding. Please remember that teachers have to prioritise their commitments in the classroom and often there are after school classes, activities and meetings.

Staff at the college will endeavor to respond to contact within two working days.

### Main Reception

Your first port of call is reception who will put you in touch with the right person

#### Form Tutor

Your child's Form Tutor is the person to talk to about general questions

- Concerns about progress in more than one subject
- Welfare
- Home or medical situations which may impact on progress, attendance or punctuality

#### Attendance Officer

If your child is absent for any reason you will need to contact our Attendance Officer.

#### Subject Teacher

If you have questions or concerns about a specific subject your child is studying you can contact their Subject Teacher.

#### Head of House

If an issue cannot be resolved by the form tutor then a Head of House may intervene.

#### Head of Department

If an issue cannot be resolved by the Subject Teacher then a Head of Department may intervene

## Contacting You

It is essential that we have up to date contact details for you. This is for the health and safety of your child.

If you have supplied an email address or mobile phone number, we will use it. Please make sure it is an email account or mobile phone that you check regularly.

## Useful Contacts

### Countesthorpe Community College

Main switchboard	(0116) 277 1555
Website	<a href="http://www.clcc.college">www.clcc.college</a>
Admin Email	<a href="mailto:admin@clcc.college">admin@clcc.college</a>
Absence Reporting Email	<a href="mailto:attendance@clcc.college">attendance@clcc.college</a>

### Leicestershire County Council

Admissions (Leicestershire County Council)	(0116) 305 6684
Bus Passes (Leicestershire County Council)	(0116) 305 0002
Free School Meals Service (Leicestershire County Council)	(0116) 305 6588

### Leicester City Council

Admissions (Leicester City Council)	(0116) 257 4990
Education Services (Leicester City Council)	(0116) 454 1009
Free School Meals Service (Leicester City Council)	(0116) 454 1009



# Home College Agreement

The College aims to deliver a high quality learning experience by:

- Providing a safe and supportive learning environment for your child
- Establishing high standards of work and behaviour
- Providing a broad, balanced and relevant curriculum
- Providing a high standard of learning opportunities
- Providing opportunities for students to take on responsibility
- Planning and delivering high quality lessons
- Setting, marking and monitoring class and homework
- Alerting parents to problems or concerns regarding attendance, punctuality, progress, motivation or behaviour
- Providing regular assessments and an annual written report
- Responding to parental questions and concerns promptly and in the best interests of students' welfare and progress

Parents/Carers are asked to establish the importance of your child's education by:

- Making sure your child attends College every day, on time (understanding that this is a legal responsibility)
- Supporting the College in the implementation of the Behaviour for Learning Policy including the implementation of sanctions
- Making sure that your child wears the College uniform correctly
- Not taking holidays during term time
- Not making routine medical appointments during the College day
- Supporting the College in making sure your child completes assessments on time
- Supporting the College in making sure your child is prepared for examinations
- Supporting the College Policy for use of electrical devices

Support your child in being organised by:

- Making sure the correct equipment is provided and brought to College daily
- Informing the College of changes in circumstances which may affect behaviour or progress
- Providing an environment where your child can complete homework (facilities available at College – please see Library section)
- Attending Parents' Evenings and any meetings called to discuss progress, motivation, behaviour or attendance
- Monitoring progress through the use of Mychildatschool.com or alternatives

Students will:

- Attend College daily and be on time to College and all lessons
- Show respect and courtesy towards teachers, support staff and other College users
- Show respect and courtesy towards other students
- Follow instructions given by teachers and support staff
- Work hard and behave well in College and whilst representing the College
- Wear school uniform and kit correctly
- Be properly equipped for every lesson
- Observe the College's policies on behaviour, anti-bullying, anti-racism and equal opportunities
- Use College equipment and resources appropriately and with respect
- Use personal electronic devices only when and where permitted

## Use of ICT

Countesthorpe Leysland College recognises the importance of ICT in education and the needs of students to access the computing facilities. So that students can use our range of ICT facilities, we require all students to sign an access agreement before they receive their username and password. This agreement also covers use of the Internet and email. These rules will keep everyone safe and help us to be fair to others.

1. I will only use the school's computers for appropriate school activities and learning and am aware that the school can monitor my internet use.
2. I will not bring files into school that can harm the school network or be used to circumvent College security tools
3. I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
4. I will keep my logins, IDs and passwords secret and change my password regularly.
5. I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my key stage.
6. I will only e-mail or contact people I know, or those approved as part of learning activities
7. The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
8. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
9. I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
10. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
11. If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
12. I am aware that some websites, games and social networks have age restrictions and I should respect this.
13. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
14. I will receive an allocation of printer credits every half term from the College. Additional credits can be bought via ParentPay.com
15. I will pay for malicious damage I cause to ICT equipment and systems
16. If I connect my own device to the College network I agree that the same rules above will apply

Students failing to follow these guidelines can expect an escalating scale of penalties, including permanent loss of access regardless of the study requirements of the student.



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