STARTING SCHOOL
AT
TRUMPINGTON COMMUNITY COLLEGE

A Guide for Students and Families

Trumpington Community College
The best in everyone™
Part of United Learning

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Starting School at Trumpington Community College

WELCOME

We would like to welcome you to Trumpington Community College. It is a privilege to be leading a school with such amazing students and staff. We value the diversity of our community and believe that we are a school that both reflects and serves our local community. We can't wait for you to see around our school and for you to join us.

As a college we aim to bring out "the best in everyone." We focus on teaching you powerful knowledge so that when you leave college you can go onto whatever you want to do. We want to give you an education with character so that you develop both academically and personally at college. We want to provide you all with opportunities so that you can be leaders today and leaders of the future.

Our students really enjoy coming to school and not only value the high quality of our lessons but also the wide range of extra-curricular activities that we have on offer including the Duke of Edinburgh Award, ski trip, links with Cambridge University alongside numerous clubs and societies. We recognise that school must give students fantastic exam results as well as a sense of purpose and focus for the future.

Our College is based on some key principles:

- Respect - treat everyone as you would want to be treated
- Enthusiasm - give your education 100% every lesson, every day
- Ambition - set yourself the highest of aspirations
- Confidence - know that whatever you are trying to achieve, you can do it through hard work and perseverance
- Creativity - be open minded and look for different solutions to problems
- Hard work - be resilient and always try your best
- Determination - never give up

As a college we have high expectations of you in terms of conduct, work ethic, uniform and attendance. We know by doing this we will maximise your progress in college and best prepare you for adulthood. We believe that every student has a right to disruption free learning every minute of every day.

Jess Pearce, Head of School   Matt Oughton, Executive Principal

THE COLLEGE DAY

Timings and Structure of the College day

The College has a 2-week timetable which facilitates a greater flexibility in subject allocations to allow us to deliver a broad and balanced curriculum across the College. There are 5 x 1 hour periods a day, thus allowing for more time for activities such as practicals in Science lessons or extended writing in English lessons.

There is a 30 minute reading period every day 'And Now Read'. We believe that literacy is key to the success of all our students and see this as an integral part of the College supporting this cornerstone of education. This allows us to expose our students to a diversity of texts (fiction and nonfiction) to enable all students to leave our college fluent and critical readers.

The College Day

8.25am - 8.30am	Line Up
8.30am - 8.45am	Registration and Tutor Time
8.45am - 9.45am	Lesson 1
9.45am - 10.45am	Lesson 2
10.45am - 11.05am	Break
11.05am - 12.05pm	Lesson 3
12:05pm - 1:05pm	Lesson 4
1.05pm - 1.45pm	Lunch
1.45pm - 2.15pm	Registration and tutor reading
2.15pm - 3.15pm	Lesson 5
3.15pm	Students dismissed from last lesson / extra-curricular activities begin

A full programme of lunchtime and after-College clubs are available for all students from Year 7 to Year 11. These clubs are a great way to meet new friends, pick up a new interest or develop an existing one.

There is a vast range of clubs on offer to cater for all tastes and interests, so we look forward to seeing all new students participate in at least one club!

We also have a range of peripatetic music teachers at Trumpington Community College.

If you are interested in instrumental or vocal tuition, or would like some more information, please speak with the College's Music Subject Lead, Ms Merivale.

TERM DATES

2023

Autumn Term Opens	Tuesday 5th September
Half Term	23rd – 27th October
Autumn Term Closes	Wednesday 20th December

2024

Spring Term Opens	Thursday 4th January
Half Term	19th – 23rd February
Spring Term Closes	Thursday 28th March
Summer Term Opens	Monday 15th April
May Day	Monday 6th May
Half Term	27th May – 31st May
Summer Term Closes	Friday 19th July

Inset / Training days in term time*

Friday 24th November 2023

Friday 8th March 2024

Friday 5th July 2024

Monday 8th July 2024

*Students do **not** attend College on these days; they are for staff training

COLLEGE ATTENDANCE AND PUNCTUALITY

Receiving a full-time education will give your child the best possible start in life.

Attending College regularly and punctually is important and essential as it allows students to take part in morning form time and assemblies. It will also mean they are on time for their first lesson and will not miss any education. Our aim is for all students to have 98% attendance as a minimum and ideally 100% attendance as college.

Pastoral teams, that include tutors, monitor the attendance, punctuality and progress of all students. The majority of students have good attendance and punctuality. However, should your child's College attendance and/or punctuality become a cause for concern (below 95%), we will contact you, sending a series of statutory letters. This is in line with the guidance from the government and the Local Authority.

You may also be required to attend a meeting to discuss your child's attendance, even if this is due to illness.

Parents and carers are legally required to ensure that their children regularly attend the College at which he/she is registered. Parents and carers who fail to do this may be liable to prosecution and a fine of up to £2,500 and/or three months in prison.

We strongly discourage parents and carers using term time to book holidays and other out of College activities. Permission is only given in exceptional circumstances and if your child has an excellent College attendance record.

Attendance affects attainment: FACT

If you know your child will not be able to attend College, you must ring the College on each day of absence, for safeguarding reasons.

Telephone 01223 551603 and if leaving a message, clearly state the students name, tutor group and simple reason for the absence.

**Email:** tru-attendance@trumpingtoncc.org.uk

COLLEGE UNIFORM

Uniform is an important aspect of equal opportunities and ensures that our students feel part of a team. Uniform is also an important part of our Safeguarding responsibility and ensures that students in the local community can be easily identified. College uniform is compulsory and students who fail to wear the correct school dress will receive a consequence. Sports Kit is also compulsory for all students.

Uniform expectations

- College blazer with logo (Years 7 - 9)
- College jumper with logo (optional in Years 7 - 9), in addition to the blazer, but compulsory for Years 10 and 11)
- White shirt
- Black trousers or black skirt
- Plain, black **polishable** shoes. Black trainers will not be permitted as an alternative to plain, black polishable shoes. Students may wear trainers during break and lunch for sports activities but must change back into college shoes before commencement of lessons.
- College tie - students in all years will be expected to wear a College tie

The following items can be purchased from any supplier:

- Plain, tailored, black trousers (not skinny jeans, jeans, chinos, leggings or jogging bottoms)
- Plain black skirt (Straight or pleated and knee length)
- Long or short sleeved white shirt with top button done up
- Plain, black tights or black ankle socks
- Plain, black polishable shoes
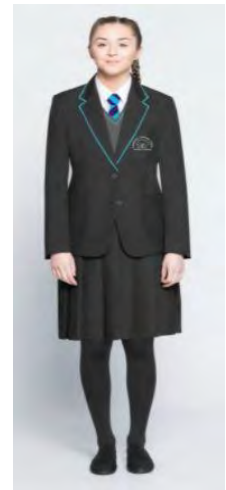
Please be aware that students will not be allowed to wear the following

- Jeans / Chinos / jogging bottoms or sports trousers, jeggings or leggings
- Mini skirts
- Shorts of any description
- Trainers
- Hoodies

Please note that jackets are allowed to and from College and can be worn in line ups but jackets should be removed once inside the College building. Hoodies will not be acceptable as jackets.

Students may have one stud ear piercing, centrally in the lobe. No other jewellery should be worn apart from a wristwatch. Hair should be a natural colour with no lines and a haircut that is suitable for working in a professional environment. Students should not wear any makeup to College including false nails and eyelashes.

If head scarves are worn for religious reasons, they should be a plain colour that fits with the College uniform.

SPORTS KIT AND EQUIPMENT

Sports Kit is also compulsory for all students and can be purchased from SWI, our College

suppliers. **Compulsory Items (these must be purchased from SWI):**

Polo shirt, track top, shorts, football socks

These items can be purchased from SWI or any other supplier:

Plain black track pants, white indoor trainers, outdoor trainers or Astro Boots, these can be any colour except white.

Any purchased items must be the same as those detailed and available from SWI as all students must come to College dressed smartly and in the correct uniform.

Our uniform supplier is Sportswear International Ltd. Orders can be placed online at
https://www.swischoolwear.co.uk/

Orders can also be placed by telephone 01928 752610.

For safety and hygiene reasons students are required to change into their PE kit every PE lesson. The indoor PE kit consists of the blue polo shirt, black Response shorts, black and white striped football socks and white trainers. For outdoor lessons students are required to wear outdoor trainers or astro boots, these can be any colour except white. Students may also wear the track top over their polo shirt and the training pants when outside. Students are not allowed to wear their indoor white trainers outside. All students have indoor and outdoor lessons each term.

Please ensure your child's name and form group is clearly written on the name tag on each item so we can return any lost PE kit.

Jewellery: School rules permit students to wear one pair of stud earrings. Please be aware that all jewellery must be removed for PE lessons. This includes all body piercings, plastic or metal and friendship bands. These items represent a potential hazard, not only to the wearer but also to other children.

The Association for Physical Education Safe Practice states that any jewellery worn in Physical Education lessons is an unnecessary risk and should be avoided at all times. Serious accidents have occurred as a result of contact between pupils wearing earrings or studs with other pupils or equipment. Taping over earrings is no longer a sufficient practice as it does not effectively prevent injury, particularly impact injuries.

SPORTS KIT AND EQUIPMENT

Nails: Nails should be kept short. False nails are not permitted. Nails that are longer than the finger can cause serious injuries to other students.

Hair: Students with long hair must secure it away from their face with a hair elastic or headband.

Hijab: Hijabs need to be suitable for sport. They should not have any free moving material that could get caught or pulled or that might need rearranging during physical activity.

Students are expected to be in full PE kit for all PE lessons.

If students are unwell or injured and unable to engage in all of the practical parts of the lesson, they should arrive with a full PE kit and a note from their parents or carer. Staff will then support students in maintaining an active role within the lessons which considers the injury or illness which the student is suffering from.

- Students who forget their PE kit will be provided with a spare PE kit if possible.
- Students who persistently forget their PE kit will receive a detention.
- Students that arrive to lessons wearing jewellery will be asked to remove it.
- Students with long nails will be required to cut them before they take part in the lesson.
- Students without a hair elastic will be given an elastic band to tie back their hair.

Please contact the College if you are experiencing financial hardship and require our support to purchase the College uniform.

Lockers
Locks (either combination or locks with a key) need to be provided from home. Students should place their belongings in lockers during the College day and they should organise when they need to access their lockers for specific activities. Locker hire is £25 to cover your child from Year 7 through to year 11. This is purchased via IRIS +Pay (see Making Payments). If your child will not be at the College for the full five years, you are able to pay for a shorter term.

Chromebooks / Laptops should be fully charged and with the student throughout the day. Lost chargers can be replaced by ordering via IRIS +Pay at a cost of £25.

Equipment
Mathematical calculator
12" ruler
2 x HB pencil and 2 black pen / pencil sharpener
Highlighter pen
Eraser
Glue stick
Pencil case

Water bottle (the College has water fountains where these can be refilled at break and lunchtime).

# PUPIL DEVICES AND ONLINE LEARNING PLATFORMS

Pupil Device Scheme

In our drive to continually improve outcomes for students, we work in partnership with CBC Computers and CPU Mobile Learning, to offer all parents the opportunity to acquire a portable device for their child(ren) to use in school, as well as for learning at home.

ICT is embedded within the curriculum across all subjects and we believe that all students accessing their own devices to support the use of ICT in and out of the classroom will further enhance their learning, allowing personalised access to a wealth of creative content, resources and tools. Most homework that is set across all subjects uses online platforms and in lessons devices are often used by students as part of the lesson. Having access to a device both in and out of college is an important learning tool for our students.

We are currently able to provide this offer to parents and carers, with monthly contributions that include insurance at a considerable saving on the recommended retail price. Monthly contributions are collected by CPU Mobile Learning Full and comprehensive information about the scheme will be provided to all parents.

Online Learning

Students at the college use the following online learning platforms to support class-based learning:
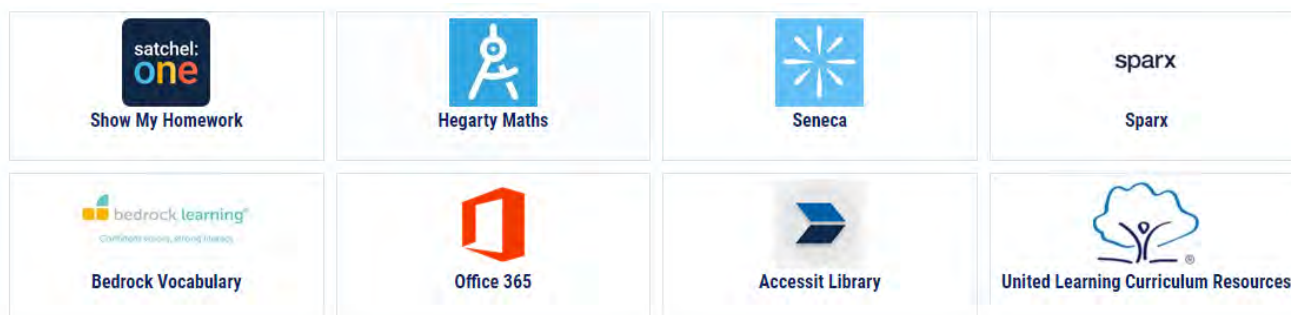
Students are provided with logins and will use the platforms to complete homework assignments as well as for in class activities. Students can also use these online resources for independent study; to extend and challenge themselves and to consolidate learning. The platforms all work with algorithms, which means that students have a personalised work schedule, that responds to the level each student is working at. This means in practice that every student is completing different work.

COMMUNICATION

We always welcome contact with parents and carers because this fosters mutual understanding and support, which has a positive effect on children's performance and their attitudes to learning.

The College offices are open from 8.00am to 4.00pm Monday to Friday during term time.

For general enquiries or to speak with a member of staff, please email tru-enquiries@trumpingtoncc.org.uk or telephone 01223 551600.
For matters relating to student attendance please email tru-attendance@trumpingtoncc.org.uk or telephone 01223 551603.

We want to ensure that parents/carers always have an appropriate and helpful response to their communications. However, unlike some businesses and other occupations, the professional duties of staff can make it difficult for them to speak or meet with parents/carers during the school day. Due to teaching commitments, staff will typically be unavailable between 8.30am and 3.30pm each day. There are also other times outside these hours when they may attend meetings.

If you do wish to make contact with your child's Tutor or Subject Teachers, we recommend you contact the College and ask for an appointment to see the relevant member of staff. If you are unable to visit the College in person, staff will always be willing to arrange a convenient time with you to speak on the telephone.

We will use email to communicate with parents where a meeting or phone conversation is not possible. We aim to acknowledge your email within 48 working hours and endeavour to provide a response as soon as possible, but always within 10 term time days.

We use Arbor, a Management Information System specifically for schools, to stay in regular email contact with families. Sending information to you by email means we can advise you of the latest school information quickly and cost-free. No printing and paper costs. It also eliminates the risk of letters lurking at the bottom of your child's school bag! We may also send notifications to you via the Arbor Parent Portal / Arbor App. The Parent portal is accessible to guardians on a laptop or computer. The Arbor App is the mobile version for use on mobile devices such as smartphones and tablets.

For more information about how to use these and how to download the app for both Android and IOS please visit our website: https://www.trumpingtoncc.org.uk/school-life/communication

Family Information Evenings & Family Consultation Evenings

During the College year you will be invited to attend Parent Information Evenings and Parent Consultation Evenings. Parent Consultation Evenings will be held at different times in the College year with one for each year group. These offer you the opportunity to meet your child's subject teachers and discuss the progress made in each subject they are studying.

Parent Information evenings are normally held during the first term of the College year and will provide you with information on the curriculum your child will be following and important matters relevant to the year group. These take the form of presentations from staff and are not opportunities to meet all your child's teachers. There is normally one Parent Information Evening for each year group.

COMMUNICATION

The college is committed to inviting parents into the college to see how things work and to get a feel for the climate and ethos of a typical college day. Throughout the year there are opportunities to join our 'Tea and Tour' events, where the College Principal will take you for a tour around the College and be available to take questions. We also extend a termly invite to our families to attend 'Town Hall' meetings, where parents and carers can meet the leadership team and ask questions about all aspects of college life.

These evenings will appear in the College calendar, located on our website and reminders will be sent out to all families at least one week in advance.

Every week on a Friday, we send a newsletter to all families by email.

The archive of these newsletters can be found on our website:
 https://www.trumpingtoncc.org.uk/school-life/news/newsletters.

You can also view news article in our dedicated News section:
 https://www.trumpingtoncc.org.uk/school-life/news

Please follow us on:

Facebook: https://www.facebook.com/Trumpington-Community-College-227323578139356/
Twitter: @Trumpington_Edu

Website: www.trumpingtoncc.org.uk

CULTURE AND CURRICULUM

Culture

Trumpington Community College seeks to bring out the best in everyone. To do this, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things.

Who can know the limits of any child's potential? We expect "unreasonably" – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best.

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Academic success is very important. Exam passes are an important aspect of that, but there is more to a good education. Here at Trumpington Community College, we also aim to develop character, compassion and service. Our students are expected to contribute to the school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

Ultimately, we want our students to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

Curriculum

At Trumpington Community College our primary aim is ensuring the very best experience of education for each of our students.

The key to our success is the design of our curriculum, which guides the classroom experience and creates an inclusive culture within our college. We develop young people who are hardworking and determined and have the powerful knowledge and strong skills to adapt to their learning now and their future aspirations. This approach results in resilient students who engage fully with the world around them and go on to achieve the very best academic results they can. Further information on specific subjects can be found on our website: https://www.trumpingtoncc.org.uk/learning/curriculum

SAFEGUARDING

Trumpington Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All adults who come into contact with our students have a duty of care to keep them safe.

When you visit Trumpington Community College you must sign in at Reception.

Visitors will be issued with the appropriate visitor pass which must be worn at all times. If you are issued with an orange lanyard pass, please note that you must be accompanied at all times around the College site by a member of school staff.

Visitors are expected to behave and conduct themselves in a manner that is appropriate for an institution that works with young people.

All concerns / allegations should be reported to the Principal or the College's Designated Safeguarding Lead (DSL) as soon as possible, the Safeguarding representative on the Local Governing Body, Gita Aminpour, or the Local Education Authority Designated Officer (LADO) for Safeguarding Children.

Our 'Whistle Blowing Policy' is also available on our website https://www.trumpingtoncc.org.uk/about-us/key-information/policies

The College's Safeguarding and Child Protection Officers wear a purple staff lanyard to enable easy identification.

Key Staff:

Designated Safeguarding Lead: Simon Dobson, Vice Principal   simon.dobson@trumpingtoncc.org.uk

Deputy Safeguarding Lead: Charlene Camfield, Assistant Principal   charlene.camfield@trumpingtoncc.org.uk
Designated E-Safety Lead: Elizabeth Mitchell, Family Support Worker   elizabeth.mitchell@trumpingtoncc.org.uk
Designated Teacher for Looked After Children: Simon Dobson, SENDCo   simon.dobson@trumpingtoncc.org.uk

If you wish to raise a safeguarding concern about a student, please contact one of the key contacts mentioned above. If school is not open and you need to speak to someone, you can contact the Cambridgeshire Safeguarding and Child Protection team on 0345 045 5203 (8am-6pm Monday to Friday) or 01733 234 724 (out of hours) or contact the police on 999.

SCHOOL MEALS AND CASHLESS CATERING

Taylor Shaw will be the College's on site catering team from September 1st 2023.

Taylor Shaw is one of the UK's leading specialist caterers in the education sector. They operate throughout the UK, providing freshly prepared food that contributes to the wellbeing of young people in their learning environment. Their menus are modern and exciting and served by caring, skilful people providing excellent, healthy food services that make a difference to young people and deliver sustainable value to budget holders.

https://taylorshaw.com/

Catering Purchases

All catering purchases are currently made using a Smartcard (Student Card). This dramatically speeds up payment for food, reduces queuing, therefore increasing the time children have to enjoy their breaks.

All students will have a catering account and be issued with a Student Card when they join the College, and this should be brought in to school each day with the equipment required for lessons. Lost cards should be reported to the College's reception staff – a replacement card will cost 50p

Putting money on catering accounts

It is important students have funds available on their catering account. Payments cannot be taken at the point of sale which would take an account into deficit. **Overdrawn balances are not permitted**.

By far the best and safest way to put money onto your child's account is online through **Iris Parentmail +Pay**. The College will set up an account for you and your child when your child joins the school. A registration email will be sent to you to enable you to complete the set up and you will then be able to login at https://pmx.parentmail.co.uk/ and top up the account in the ACCOUNTS section of +Pay (see illustration below).

Weekly reminders will be automatically sent to you by email if your child's balance is low - please ensure the account always has enough funds for your child to buy food at break and / or lunch.
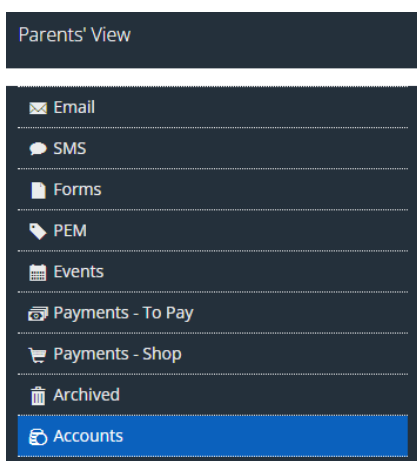
MAKING PAYMENTS

IRIS Parentmail +Pay

The College uses ParentMail +Pay to pay for trips, activities, shop items such as lockers and revision guides, and also to add money online to your child's catering account (please see School Meals and Cashless Catering).

Please do not send money to College with your child.

All students and guardians will be added to ParentMail +Pay when your child joins the College. You will receive an email registration link and once you click on the 'Register' button just follow the instructions to verify your details and complete the setup of your account. If you haven't received the email, please check your spam/junk folders. If you find the email in your spam/junk folder, please change your account settings to mark ParentMail as a safe sender. Frequently asked questions and help can be found here:
https://www.parentmail.co.uk/help/parenthelp/registration/email-registration/

If you do not complete the registration, you will not be able to make any payments.

Payments are located under the 'Payments - Shop' section:
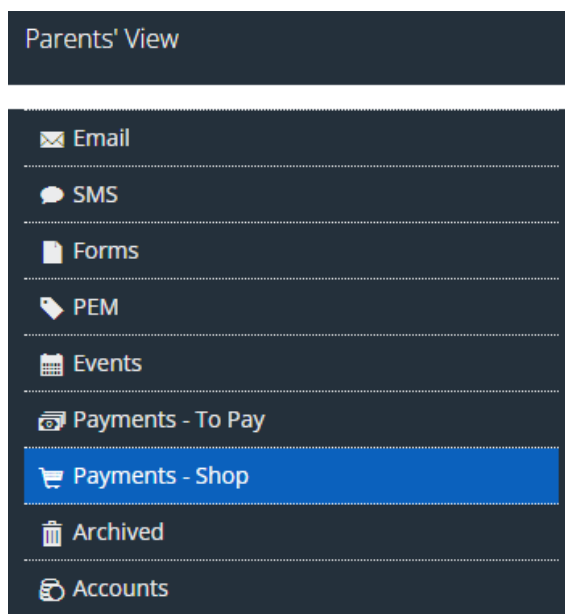
FREE SCHOOL MEALS

Eligibility

To get Free School Meals you need to be receiving one of the following:

- Universal Credit (up to £7400 net earned income)
- Income Support
- Income based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Working Tax Credit during the four week period immediately after your employments finishes or after you start to work less hours per week.
- Child Tax Credit but no element of Working Tax Credit and have an annual income, as assessed by HM Revenue and Customs (HMRC) that does not exceed £16,190
- Guarantee element of State Pension Credit
- If you are supported under part VI of the Immigration and Asylum Act 1999

For more information regarding eligibility and how to apply please visit:

https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/help-with-school-learning-costs/free-school-meals

If you apply and qualify for free school meals the College will receive additional funding called Pupil Premium.

Even though all children in Key Stage 1 receive Universal Infant Free School Meals, the College can only benefit from Pupil Premium funding if you apply and are eligible for Free School Meals.

Schools spend the pupil premium money on things that can help a child do well at school, including trips, activities and extra support.

Applying online only takes a few minutes and, if eligible, your child will continue to receive Free School Meals until:

- The end of Year 6 (if they are in primary school on 31st August 2023
- The end of Year 11 (if they are in secondary school on 31st August 2023

This is even if your income rises above the threshold at any point during that time.

If you are registered for Free School Meals and would like to request support with activities such as music tuition, school trips in the UK and abroad, please send an email for the attention of the College Principal at tru-enquiries@trumpingtoncc.org.uk.

Please note that support is not guaranteed; requests will be assessed on a case-by-case basis.

ENRICHMENT (Clubs & Trips)

We want our students to have lasting memories of their experiences whilst studying at the College.
Our enrichment activities stretch, challenge and help develop the skills and talents of our students by preparing them to be successful citizens.

Our comprehensive extra-curricular programme includes activities such as:

- Art Club
- Choir
- Creative Writing
- Cricket
- Duke of Edinburgh's Award
- Football
- Handball
- Homework Clubs
- Robotics
- Rock and Pop Bands
- Science Club
- Scrapbooking
- Tangsoodo
- Yoga

We are also establishing a programme of trips, including:

- Ski Trip
- Geography Field Trips
- Theatre Trips
- Sporting Events
- Museum Trips
- Outdoor activities
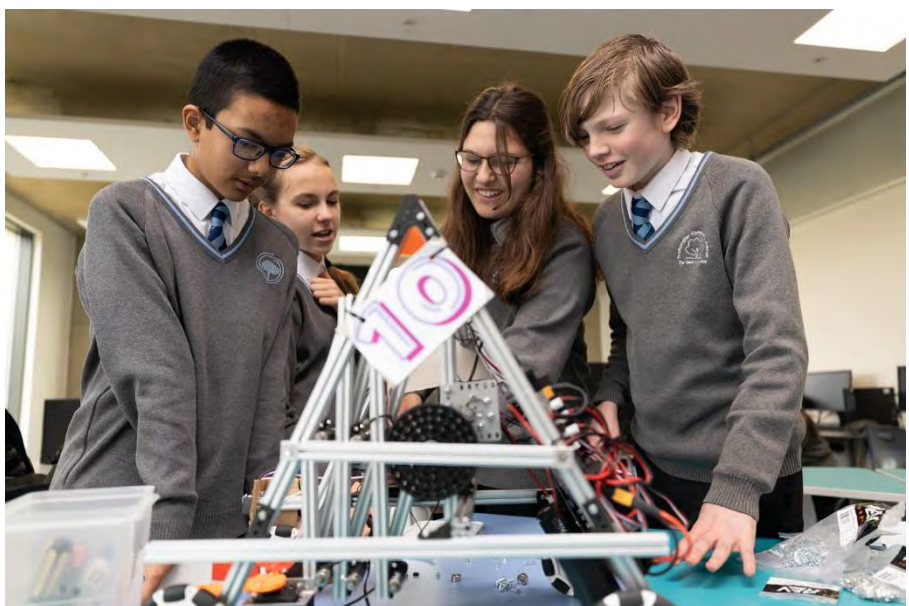
SEND

Special Educational Needs at Trumpington Community College.

At Trumpington Community College, we're delighted to welcome neurodivergent students and their parents. We fully appreciate that for some neurodivergent children, moving up to secondary school can be a challenging experience. We are though very used to supporting students in managing the anxiety they may be feeling. Rest assured that we have in place a very experienced group of colleagues in school who have between them overseen several decades of primary to secondary transition. You can therefore have every confidence that we will have experience in handling the concerns and needs of all children joining us.

Meeting your child's needs

You may be wondering if Trumpington Community College has experience of children with needs similar to your child's: we probably do, as we have a wide range of needs at the school. And if we don't have substantial experience in the area of your need relevant to your child, we'll make sure we find out all we can to tailor the best support for them. Our own commitment to continuous professional development is strong, as is our focus on the latest research informed evidence as disseminated by NASEN (National Association for Special Educational Needs). This means we strive to stay informed of all the latest advancements and progress in the pedagogy of supporting students with additional needs. In addition, the SEND team liaise closely with our feeder primary schools, to find out what's worked before at primary, what hasn't worked and what specific guidance we can collate in relation to your child's bespoke needs. We aim for the fullest picture of your child's strengths and difficulties. Additionally, we want to learn from you, any strategies that help your child cope with navigating their world.

High Quality Teaching

At Trumpington Community College, your child's SEND needs will first be met by High Quality Teaching: our teachers are not only the best subject specialists, but they also take part in rolling SEND Continuing Professional Development, that places inclusive lesson design at the heart of the SEND story. All teachers are trained in how to make their lessons and subject content accessible to all learners with a full range of additional needs. This constitutes a substantial proportion of staff development time and again draws on the latest and most salient guidance as provided by experts in teaching students with SEND.

Intervention and External Agencies

If a student is finding it hard to access the curriculum, we put in place evidence-based interventions and, when necessary, engage with external partners to provide further support – please see Trumpington Community College's SEND page on our website for a list of our external partners and to read the school's SEND Policy.

The HUB

When your child arrives at Trumpington Community College, they are encouraged to visit the SEND Hub, where they will be able to meet our team of Teaching Assistants and all colleagues working in inclusion. The Hub is intended as a safe, friendly space and comes complete with modified toileting facilities, a sensory room and garden, several intervention and support classrooms. The Hub communal area is where our SEN students who prefer a quieter space to the main college dining area or communal outdoor areas can enjoy lunch and break times.

SEND

Communication

We recognise wholeheartedly the need for open and ongoing communication: you, your child, your child's teachers, and the inclusion team all need to remain in the loop around the interventions that are underway or planned. When your SEND child arrives at Trumpington, we will work collaboratively with you to create a Profile of Educational Need (a PEN Portrait) and will talk to you regularly about how your child is being supported in the classroom. If your child has an Education, Health and Care Plan, then we will imbed the EHCP outcomes within the PEN Portrait and communicate regularly with you through your child's Key Worker about the progress they are making.

Assessment

All students at the college are continuously monitored for the possibility of previously undiagnosed or emerging SEND need. This process involves the monitoring and analysis of key indicators that may flag potential need. These include for example students' assessment data, the quality of work they are producing in lessons relative to age related expectations, and students' behavioural traits and characteristics as potential indicators of need.

To support putting the right measures in place for students with additional needs, the inclusion team runs psychometric screening and testing to build a profile of cognitive strength and need. We run assessments throughout the academic year. Assessments are triggered by in-school referrals by our teaching and support staff, pupils themselves and parental referral.

If you would like a chat, further information, reassurance, or any further information, please don't hesitate to contact your child's key worker. This person will be made clear to you when your child begins in September. In the meantime, any specific questions around SEND can be addressed to Simon Dobson (simon.dobson@trumpingtoncc.org.uk) who is overseeing all aspects of primary into secondary transition.

DATA PROTECTION

Trumpington Community College and United Learning value the personal information entrusted to us and will process personal data in accordance with the principles set out in the General Data Protection Regulation (UK GDPR).

Trumpington Community College and United Learning have put in place policies, procedures and guidance to ensure that we will always:

- determine the legal basis for the processing of personal data and document;
- be open with individuals about how we use their information and who we give it to;
- only process personal data in a manner consistent with the purpose for which it was collected;
- consider and address the privacy risks when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- have processes in place to ensure the accuracy of personal data held;
- keep personal information to the minimum necessary and delete it when we no longer need it;
- have processes in place to enable individuals to exercise their rights as set out in the UK GDPR;
- have appropriate technical and organisational measures in place to make sure personal information is kept securely and only accessed on a need-to-know basis;
- provide training to staff who handle personal information and treat it as a disciplinary matter if they deliberately or recklessly misuse or don't look after personal information properly;
- put appropriate financial and human resources into looking after personal information.

Privacy Notice

For further information on the handling of personal data, please view our privacy notice, which can be found on our website: https://www.trumpingtoncc.org.uk/about-us/key-information/policies

Photograph Consent

As part of our ongoing work to ensure we comply with GDPR, we ask for consent to use photographs or videos of students for purposes such as publishing on our website, social media, marketing materials, internal displays or other College / Trust materials. We ask for these permissions when you complete a data collection form when your child joins the College.

If you are not sure whether you have completed this form or would like to change your consent, please contact us by emailing tru-enquiries@trumpingtoncc.org.uk or by telephoning 01223 551600.

HOME COLLEGE AGREEMENT BETWEEN FAMILIES / STUDENT / COLLEGE

The commitment by Trumpington Community College

We believe that every student at Trumpington Community College is capable of academic and personal success and that it is through hard work on the part of your child, with our support, that their potential will be realised.

Learning
- We will make sure we always come to lessons prepared and engage students in the challenging work that paves the way for success in college and life.
- We will provide rewards for students' endeavours.
- We will set appropriate homework regularly.
- We will engage in CPD and constantly strive to become better educators.

Pastoral care
- We will ensure that each student's Form Tutor will follow each of their tutees' progress and ensure that all individual needs are met.
- We will encourage excellent attendance and punctuality, taking steps to improve these where necessary.
- We will care about students' wellbeing and protect their safety at all times.
- We will promote respect, tolerance and British values.
- We will provide information, advice and guidance that will help students in college and with their next steps.

Parent-school communication
- We believe that through regular communication, a relationship of trust between college and home can be created.
- We will hold parent meetings at least once a year and issue attainment reports at regular intervals.
- We will make sure that students and parents will be able to contact their teacher by phone and email and will reply to all communications from parents as soon as possible, usually within 48 hours.
- We will collect and check homework when we say we will, and if it is not complete, we will contact parents the same day to inform them that their child will be staying behind to complete a 'correction' as a consequence.
- We promise to welcome parents into the Community.

Discipline
- We will enforce the Trumpington Community College Behaviour Policy and use sanctions where appropriate.
- We will protect pupils from bad behaviour and disruption by insisting on high standards and holding pupils to account for their actions.

We understand that this commitment will require us to go above and beyond the average expectations of a college.

We sign it voluntarily because we believe that Trumpington Community College is a partnership between the parents and the staff that exists to create the best possible education for our students.

On behalf of the staff of Trumpington Community College, United Learning and the Governing Body:

Signed: Mr M Oughton   Date: June 2023

Position at the school: Principal

HOME COLLEGE AGREEMENT BETWEEN FAMILIES / STUDENT / COLLEGE

The commitment by students of Trumpington Community College

I believe I am capable of academic and personal success. I am ready to go the extra mile to realise my potential.

I will dedicate myself to my learning.
- I will arrive to college by 8:25am.
- I will always check my bag the night before college to ensure I have the correct equipment and books for my lessons.
- I will always work, think, and behave in the best way I know how, and I will never deliberately disrupt the learning of others or myself.
- I will speak to my teachers if I do not understand something.
- I will complete all my homework to the best of my ability and hand it in on time.
- I will remain after college for a detention when informed that they have been set, without complaint.
- I will immerse myself in the extracurricular opportunities offered at Trumpington Community College.
- I will follow the college's ICT Acceptable Use Policy for students, including carefully looking after any device that I am using, such as a Chromebook / Winbook. I will also ensure that this is always charged and ready for use, as required.
- I will discuss any problems I am having at college with my parents and teachers and use them to support me on my college journey.

I will build a safe and respectful community.
- I will wear the correct uniform smartly every day.
- I will keep any electronic devices out of sight in my college bag (not in my pocket) and switched off, and understand that they will be confiscated if they are seen or heard anywhere on college premises and that the college takes no responsibility whatsoever for their safekeeping. I will conduct myself appropriately online.
- I agree to abide by the Trumpington Community College Behaviour Policy and understand there will be consequences if I fail to do so.
- I will conduct myself in line with the college values whilst in and out of school as I accept that as a pupil at the college I am an ambassador at all times.
- I will always treat everyone at Trumpington Community College with respect. I will always listen to and care for my peers.
- I am responsible for my own behaviour.

Signed:_____   Date:_____

Pupil name: _____

HOME COLLEGE AGREEMENT BETWEEN FAMILIES / STUDENT / COLLEGE

The commitment to Trumpington Community College by parents/carers

I believe my child is capable of academic and personal success and that it is through hard work on the part of my child, with my support, that their potential will be realised.

Learning

- I will support the college's disruption free learning approach.
- I will support the college in the implementation of their Behaviour Policy and am aware that my child is an ambassador for the college at all times.
- I understand that my child will have homework set regularly, including weekends, and that the expectations in terms of time allocated to do it will increase in length as they progress through the college. It is my responsibility to see that homework is completed.
- I understand if homework is not completed my child will face sanctions in line with the Trumpington Community College Behaviour Policy.
- I will allow my child to go on college field and residential trips where this is necessary for their course

Healthy living

- I understand that the college will encourage a healthy lifestyle, and I support the choices made by the school in this respect.
- I will encourage my child to walk or cycle to college.
- I will give my child healthy food and drinks to take to college.
- I will encourage my child to take part in sports and physical activities.
- I will ensure that my child's cashless catering account is topped up as required.

Attendance

- I will ensure my child arrives to college by 8:25am.
- I will not plan for family holidays or other extended absences during term time.
- I will make certain that my child attends college every day, except in cases of illness or another legitimate reason.
- If my child is absent, I will telephone the college before 8:15 a.m. on the day of the absence to report why my child is absent and send a letter to explain their absence on the first day of their return.
- I understand that all school measures taken to support absence are compulsory and non-negotiable.

Uniform & Equipment

- I will make sure my child wears the full college uniform neatly to school each day.
- I will make sure that my child has their full and correct equipment each day.
- I understand that uniform and equipment violations may result in my child being kept out of lessons, sent home to collect the items or us bringing the proper items to college.
- I understand that college takes no responsibility for the damage, loss or theft of personal electronic devices. I will ensure that my child conducts him/herself appropriately online. I understand that personal electronic items should be switched off and in my child's bag.
- I understand that the college has the right to confiscate electronic devices if students are using them in college.

Parent-college communication

- I will always make myself available to the college by providing an up-to-date phone number and contact details.
- I will communicate with the college in a timely and polite manner, in line with the college's values.
- I will read all reports carefully and attend all parent meetings.
- If I need to contact my child during the college day I will do so by contacting the college reception.
- In cases of parental separation, I will inform the college so that the college can maintain effective communication with both parents.

Discipline

- I have understood the Trumpington Community College values and accept and support the college's consequences for misbehaviour.
- I understand that detentions usually happen on the day that they are given, and that the standard correction will last an hour.
- I understand that my child cannot be excused from detention or any other after college intervention.

I sign this commitment voluntarily because I believe that Trumpington Community College is a partnership between the parents and the college that exists to create the best possible education for my child.

Signed: _____   Date: _____

Print name and relationship to child: _____

Student ICT Acceptable Use Policy

All students have a responsibility to use the United Learning Trust's computer systems and network in an acceptable, professional, lawful, and ethical manner.

United Learning Trust seek to encourage and enable students in the positive and wide use of Information Technology in the interest of supporting the delivery of teaching and learning to the highest possible standards. This also requires suitable and legal use of the technologies and systems made available to students.

To ensure that all students are fully aware of their own responsibilities when using Information Communication Technology (ICT) and the network systems available to them, they are asked to read and sign this Acceptable Use Policy.

The below is not an exhaustive list and all students are reminded that the use of ICT systems should be consistent with the United Learning Trust's ethos, other appropriate United Learning Trust policies and in line with UK Law.

- Students should ensure that they do not create, transmit, display, publish or forward any material that is defamatory, harassing, cause offence, threatening, discriminatory, racist, homophobic, extremist or which has the potential to radicalise themselves or anyone else or anxiety and harm that could bring them, their families or the United Learning Trust into disrepute.
- Information Systems and ICT include networks, data and data storage, online and offline communication systems and access devices. Examples include computers, laptops, mobile phones, tablets, digital cameras, email and social media sites. United Learning Trust's owned information systems must be used appropriately at all times. Hardware and software provided by United Learning is mainly for students to use in order to carry out their studies, homework and independent learning.
- Students should not use the system for any personal or recreational use unless they have explicit permission to do so.
- Students are expected to comply with the requirement to use appropriate strength passwords and other suitable security measures introduced in the future.
- To prevent unauthorised access to any system or personal data, students must not leave any information system unattended without first logging out or locking the device as appropriate.
- Students must not share with anyone their passwords or other security information and must not use or share any another's user's password to access the system.
- Students must not download any software or attempt to install any hardware onto any device or the network without prior agreement from the IT Service Manager.
- Students must not attempt to modify the desktop or otherwise alter or re-configure the set-up of any device.
- Student's must not corrupt, alter or destroy any another user's data without their consent;
    - disrupting the work of other users or the correct functioning of the network; or
    - denying access to the network and its services to other users
    - if a student suspects a computer or system has been damaged or affected by a virus or other malware, they must report this to their teacher or IT Services immediately.
    - students with the relevant permission to use their own devices in class. This includes use of the WIFI. Students are expected to follow the rules set out in this agreement, in the same way as if they were using any school network equipment and systems.

Any breach of good practice that is likely to damage the reputation of the United Learning Trust or its network systems will also be regarded as unacceptable use of the network and systems.

Student ICT Acceptable Use Policy

Where the school network and systems are being used to access another network or system, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the school network and systems.

Users shall not:

- introduce data-interception, password-detecting or similar software or devices to the school network and systems;
- seek to gain unauthorised access to restricted areas of the school network, systems and devices;
- access or try to access data where the user knows or ought to know that they should have no access;
- carry out any hacking activities; or intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

Using email for your studies

Students are issued with an email address; with an appropriate address defined by the school they attend. Electronic communications with any member of staff and other professionals should only take place via the issued United Learning Trust email address.

Students must not open any attachments to emails, unless they know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes. If in any doubt do not open any attachments.

Students are expected to use all channels of communication in a polite and responsible way without using any strong, aggressive or inappropriate language. Students must also appreciate that others may have differing opinions to their own.

Staying Safe and Respecting other users

In order to stay safe students are advised:

- Not to disclose or share personal any information when on-line.
- Only arrange to meet new friends met on-line in public places and with an appropriate adult.
- To immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line to an appropriate adult.
- When using the internet for learning, independent learning and research, to take care to check that the information is true and accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead.
-

Students must respect other student's and users of the system. They should:

- Respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Ensure that they have permission to use the original work of others in their own work.
- Not try (unless with permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Where work is protected by copyright, not try to download copies (including music and videos).
- Not make, take or distribute images of anyone without their prior permission.

Student ICT Acceptable Use Policy

System Monitoring

United Learning Trust IT Services monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy.

Where IT Management believes unauthorised and/or inappropriate use of United Learning's information system or unacceptable or inappropriate behaviour may be taking place there will be a full investigation, brought to the attention of the United Learning Trust the school Principal and SLT which could result in consequences and disciplinary action taking place. This is also extended to inappropriate behaviour outside of the United Learning Trust if other members of United Learning Trust community are involved.

If United Learning Trust suspects that the system may be being used for criminal purposes or for storing unlawful text, images or sound, the matter will be brought to the attention of the relevant law enforcement organisations.

Declaration

By signing this declaration, I declare I have read and understand this Acceptable Use Policy

Student Name:

Signed:……………………………………………………………………………………..

Parent/Carer Name:

Signature:……………………………………………………………………………………

Date: