



# College Information for Parents/Carers

# Content

- Getting Ready for Year 7
- School Day
- Teaching, Learning and Assessment
  - Character Curriculum
  - PE Clubs and Sports Leaders
- Social, Moral, Spiritual and Cultural Education
- Healthy Lifestyles and Mental Health
- Expectations: Reading, Homework, Lesson expectations and Conduct
- Expectations: Uniform, Equipment, Mobile Phones
- Sanctions, Rewards and Recognition
- Safeguarding and Student Welfare
  - Guide to Attendance
  - Consent for Administration of Medication
- MCAS, Cashless Catering, Lockers
- Complaints / Concerns
- Parent / Carers Privacy Notice
- Term Dates

Dear Parent / Carer,

Thank you for choosing Stoke Damerel Community College for your child's next school. It is a pleasure to welcome you and your son / daughter to our college.

I am sure that this is a time of great excitement for your child, moving schools and soon to be meeting so many new teachers and other young people. I would like to reassure you that we are committed to providing an effective and successful transition process for both you and your child. Our wonderful team of teachers and support staff are all dedicated to supporting and ensuring that every student is academically successful, achieves their potential and enjoys their time at Stoke Damerel.

Enclosed in this pack is much of the information you need to prepare your child for starting Stoke Damerel. Please keep a watchful eye on our website for further information and new developments.

I look forward to working with you over the next seven years as we see your child progress towards their GCSE examinations, sixth form, career aspirations and beyond.

Yours faithfully,



Anita Frier  
Principal

# Getting Ready for Year 7

## Questions Frequently Asked by Parents/Carers

Here are the top questions frequently asked by parents and students who are preparing to join Year 7.

### **1. Will my child be in class or Tutor Groups with their friends from primary school?**

We try to mix students from a variety of primary schools, whilst ensuring that a small number of friends are kept together within the tutor group. Teaching groups in subjects are often formed differently, with groups of students being taught together on the basis of ability shown at primary school. This arrangement, called settling, allows for movement into higher or lower sets as the year progresses.

### **2. What information does Stoke Damerel Community College have about my child?**

A great deal of time has been spent by staff from Stoke Damerel Community College liaising with the primary school and gathering relevant information. The pastoral team therefore, has a lot of information about your child including their strengths and weaknesses and teacher assessments.

### **3. Who will be my first point of contact at school?**

Your first point of contact will be your child's tutor, who sees your child everyday and has a pastoral responsibility for their welfare. Most enquiries or issues can be resolved at this early stage. They will respond to you within 24 hours or pass your concern onto the relevant person. Email is by far the quickest way to contact staff at the College. Some matters relating to a specific subject may be referred to a subject teacher or subject leader.

### **4. How much Homework will my child get?**

Students are expected to do their homework independently using a technique called Self-Questioning that allows them to test their recall knowledge. You will find more information about homework later in this booklet. There will be online homework in Mathematics, Science and English, as well as the homework completed in their self-questioning books. Students will be taught how to self-question during their first weeks. From September, Homework Club is available on Monday to Thursday from 7.45am-8.20am and after school from 3-4pm. Homework support is also available during break times each day.

### **5. My child is anxious about moving from primary school to secondary school. How will the College help them?**

The Year Team will look out for those nervous students and support students with any concerns or worries throughout the year and are available at break and lunchtimes. You could also email your child's tutor directly if you wish to alert them to any particular concerns your child may have. Sixth form peer listeners are also available every break time in the KS3 lunch area.

In September we will ensure that all students have the opportunity to learn the routines, familiarise themselves with the College site and form new friendships.

## **6. What are the arrangements for break and lunchtimes?**

Free breakfast is available from 7.45am-8.20am each day. Sports and Homework club is available at this time as well. Our Year 7 and Year 8 students have break and lunchtime together in their own area of the College. They have their own canteen and playground area. Food is available from the canteen using the MCAS system. Students can bring in food from home, but fizzy drinks and tin cans are not allowed. Students have access to water refill stations and so bringing a water bottle is advised.

## **7. Will my child make friends?**

Yes, lots! We will provide the Year 7 students with ample opportunities to form new relationships in the first half term. However, those experiencing difficulty with this will receive support from the Year Team. We can run support programmes for students on social skills, friendship issues and self-esteem for those who would benefit from this level of support.

We do find that most issues occur when students use social network sites such as Facebook, Tik Tok, Snapchat and Instagram. We do cover these issues through assemblies and PSHE time regarding appropriate relationships and digital media. We would also welcome your support at home in discussing appropriate use of digital media. If you would like advice in this area, such as setting up parental controls and privacy settings, please contact Mr Kelly from our safeguarding team.

## **8. Will my child be able to join clubs and other activities when they join SDCC?**

SDCC offers a wide range of clubs that make up our Character Curriculum. Further details of this can be found on our website in designated areas titled Extra Curricular Clubs and Character Curriculum. These activities include sports, art, music, drama and computing. Students will find out in tutor time what clubs are available to them each term. All these activities are then recorded and students work towards achieving various badges as part of the Character Curriculum. It is intended for all year 7 students to attend at least one after school club each week.

**If you have any further questions or concerns please feel free to contact a member of the Year 7 Team**

# School Day

Time	Years 7 - 13
08.40	Line Up
08.45	Homework Check
08.55	TTRP/Futures/P0
09.15 - 10.10	Lesson 1
10.10 - 11.05	Lesson 2
11.05 - 11.35	Break A
11.35 - 12.30	Lesson 3
12.30 - 13.25	Lesson 4
13.25 - 13.55	Break B
13.55 - 14.50	Lesson 5
14.50 - 15.00	Line up/TTRP/P6
15.00	<i>SDCC Dismissal Bell from Line Up</i>
16.00	P7 Dismissal Bell

Year Group	Arrival	Departure
Year 7	8.40am (doors open at 8.25am)	3.00pm (Monday - Friday)
Year 8	8.40am (doors open at 8.25am)	3.00pm (Monday - Friday)
Year 9	8.40am (doors open at 8.25am)	3.00pm (Monday - Friday)
Year 10	8.40am (doors open at 8.25am)	3.00pm (Monday, Tuesday, Thursday, Friday), 4.00pm Wednesday
Year 11	8.40am (doors open at 8.25am)	4.00pm finish Monday - Thursday, 3.00pm Friday
Sixth Form	8.40am (doors open at 8.25am)	Either 3.00pm or 4.00pm dependant on timetable

Please note that the gates will be locked at 8.38am allowing time for children to be in their lines ready for an 8.40am start.

# Teaching, Learning and Assessment

Lessons follow a set pattern which promotes consistency and enables students to develop as confident learners. All lessons begin with a silent, low stakes quiz which develops the student's recall and memory skills.

This is followed by a period of teacher instruction, deliberate practice and review. By doing so, teachers can ascertain students' understanding and knowledge of the topics being taught and immediately address any misconceptions before moving on. Students also have ample opportunity to practise the skills required to be successful in their future.

## Teaching and Assessment

The College academic year is divided into six half terms across the year. Each half term builds on the previous one while containing bespoke content and skills. Students are assessed in a variety of ways, both formative and summative. Learning is reviewed and any misconceptions are addressed frequently.

Teachers monitor how students are doing and include two internal assessments each year which are reported home. Internal assessments:

- Give teachers a clear picture of the progress students have made
- Motivate students to help them understand what they have learnt and what they need to improve
- Teach students revision skills and exam techniques in preparation for GCSE
- Provide the content for the reports that are sent home to parents.

## How is my Child's Learning Assessed?

Departments regularly check books, set tests and extend tasks to track students' progress. Departments use our online system for tracking progress and sharing resources with students. Students receive regular feedback to ensure that they know the next steps that they must take to make progress. Any students identified as not meeting the expected standards are offered further interventions, such as study support, to ensure that they catch up.

In addition to targeting students who are below the 'expected standard', teachers also stretch students to move beyond it. In many instances this is not about moving on to a new topic, instead students are encouraged to deepen their knowledge further to ensure their conceptual understanding is thorough.

## Reporting Student Progress

Twice yearly progress reports home show how your child is progressing towards their target in each subject. Teachers monitor the progress of the students they teach and put interventions in place to support their progress.

## **Parents' Subject Evenings**

At Stoke Damerel we host a Parents' Subject Evening once a year for all year groups. During this evening we offer the chance for parents and carers to make appointments with subject teachers to discuss the achievements, progress and any areas of improvement for your child.

Stoke Damerel has an easy-to-use online appointment booking system for our Parents' Evenings. This system will allow you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Prior to each evening, parents and carers will receive a letter notifying them of the time from which appointments can be made, with a full set of instructions to help. If you do not have access to the internet you will be able to arrange appointments by contacting the College Reception on 01752 556065.

## **Character Education**

We have recently been awarded as a 'school of character' recognising the opportunities we provide all students. Character education sits alongside our academic curriculum to ensure that students have access to a wide and balanced range of experiences throughout their time at school, giving them the opportunity to develop and embed our core values of *Aspire, Achieve and Thrive*. Periodically students are provided with the opportunity to reflect upon their week of activities both inside and out of College. Within tutor time students record these activities in their Character Curriculum booklet.

Students have opportunities to take part in a range of activities and experiences throughout their time at Stoke Damerel Community College, in order to challenge them to develop their self confidence, resilience and employability. Activities include enjoying residential trips and theatre visits, watching live sporting events, taking part in STEAM projects, respecting the environment and taking part in the Duke of Edinburgh Award or the Combined Cadet Force (CCF). We feel that having access to these life experiences is just as important as academic success.

Our extra-curricular programme provides our students with a wide range of opportunities that extend beyond the classroom. We offer a wide range of clubs and activities, before school, at lunchtimes and after school, that cater for a diverse range of ages and interests. Peer listeners support younger students around the college site or DofE students provide drop in sessions.

# PE Extra-Curricular Clubs and Fixtures

We host a wide variety of extra-curricular sporting clubs, with timetables and activities changing each term to suit the weather and align with city-wide sporting fixtures for central venue leagues. Our teams frequently perform very well, with many College sides winning leagues or reaching finals. The clubs list changes termly to recognise that there are many sports and every individual should be able to find an activity that they enjoy as part of a healthy, active lifestyle.

## Sports Leaders

The recently awarded Stoke Damerel "Plymouth Sports Leadership Academy of the year" offers students the opportunity to develop key life and work skills, outside of the classroom environment. After gaining acceptance to the leadership academy students are deemed role models to others throughout the school. Key aspects of the academy are volunteering personal time to assist, coordinate and organise sporting events in local Primary Schools, the wider community and across Devon. With this is the responsibility of positively representing the school and working with children to enhance their enjoyment of, and opportunities to, participate in sport.



Each member records their volunteering hours and receives a nationally recognised bronze, silver or gold "Youth Sport Trust Award" depending on the amount of time they dedicate. Many students make the Gold level which equates to 200 hours of volunteering.

Students volunteer for different reasons, whether it be personal growth, a love of sport or the enjoyment of helping others. Becoming a member of the leadership academy genuinely gives a sense of belonging and identity to students involved that stays with them throughout school and into young adult life. Students are invited to become Sports Leaders or may volunteer for this role.

## SDCC Website

Our website provides an extensive range of information that parents/carers find really helpful, such as the canteen menu, MCAS, and curriculum information.

It is recommended that you regularly check our website for the latest news where you will see a wide range of student enrichment activities such as trips and sports fixtures. Our website often has 'pop-ups' that provide information you will find useful for events such as parents evenings or school sports days.

# Social, Moral, Spiritual and Cultural Education (SMSC)

Developing SMSC at Stoke Damerel is an integral part of everything we do, within the classroom and beyond. We have a holistic approach to the development of SMSC and that it is everyone's responsibility within the college to engage with their own and others' understanding of the world in which we live today. Our statement regarding SMSC can be accessed on our website, outlines our approach to developing the 4 aspects of SMSC at the College.

## **Spiritual Development**

Spiritual development is concerned with exploring those dimensions of human experience which help pupils consider their thoughts, feelings and relationships and in particular to consider those things which are of special significance such as people, places, objects and stories. All areas of the curriculum may contribute to pupils' spiritual development.

## **Moral Development**

Moral development is concerned with pupils' ability to make judgements about how they should behave and act and the reasons for such behaviour. It refers to their knowledge, understanding, values and attitudes in relation to what is right or wrong.

## **Social Development**

Social development is about young people working effectively with each other and participating successfully in the community as a whole. It is about the development of the skills and personal qualities necessary for living and working together. It is about functioning effectively in a multi-racial, multi-cultural society. It involves growth in knowledge and understanding of society in all its aspects. This includes understanding people as well as understanding society's institutions, structures and characteristics, economic and political principles and organisations, roles and responsibilities and life as a citizen, parent or worker in a community. It also involves the development of the inter-personal skills necessary for successful relationships.

## **Cultural Development**

Cultural development is about pupils' understanding of their own culture and other cultures in their town, region and in the country as a whole. It is about understanding cultures represented in Europe and elsewhere in the world. It is about understanding and feeling comfortable in a variety of cultures and being able to operate in the emerging world culture of shared experiences provided by television, travel and the internet. It is about understanding that cultures are always changing and coping with change. Promoting pupils' cultural development is intimately linked with schools' attempts to value cultural diversity and prevent racism. In Year 7 and 8, all students study PSHE (personal, Social and Health Education), looking at healthy relationships, as well as Modern Britain lessons, which cover the 5 British Values including diversity, tolerance, rule of law, democracy, and mutual respect.

Curriculum Collapse Days provide an opportunity for students to engage in group workshop activities based on a selected theme. Topics covered will include enterprise, healthy lifestyles, mental health, citizenship, careers education and examination techniques. We take great pride in the variety of themes covered during Curriculum Collapse Days and we look forward to including your child in the activities.

## Healthy Lifestyles

At Stoke Damerel we aim to instil healthy habits and give students opportunities to learn crucial life skills. From eating healthily, keeping active, to sleeping well and good mental health, establishing these habits early on will help to improve your child's quality of life in the future. To enable students to do this we have an extensive range of activities for all students to take part in. We collect a range of data from our students about their health choices and patterns. We use this data to inform our planning of events and focus our pastoral support. We have regular events to encourage healthy choices and improve the quality of life of our students and wider community.



## Mental Health Support

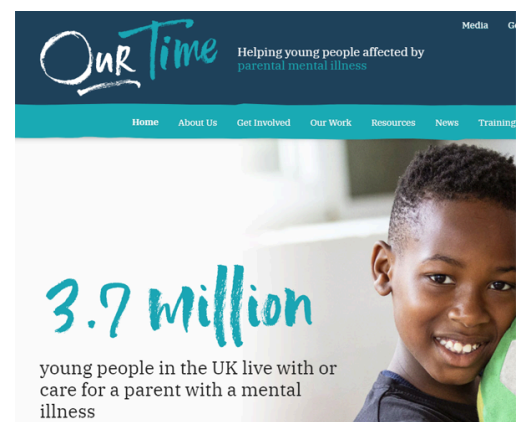
As a College we do a huge amount to support our students' mental health, using our own support staff and outside agencies. We have signed up to a Plymouth-wide project that aims to improve the emotional health and wellbeing of young people; create a positive mental health culture; provide staff development and training. The agencies involved with this project include Plymouth City Council, The Zone, Young Devon, CAMHS (Child Adolescent Mental Health Services), Xenzone (Kooth online), Mental Health Support Team (MHST) and Livewell Southwest.

### Young Devon

Young Devon provides counselling for students aged 11-18. We operate a referral system for this service. Students will be able to have an initial assessment and then seven further sessions (1 hour each). If they require further help we would look at extending the time period. If a student needs to access this service outside of school hours there is an option for this. If this is something which you feel could be beneficial to your son/daughter you will need to contact their Head of Year, Mrs Hermon-Wright or Mr Kelly (Mental Health Lead), and the referral and assessment process will be initiated. Students will be assessed based on the assessment of urgency and presentation of risk.

### Young Carers

All students who are Young Carers can access the Young Carers Club. They enjoy a range of activities, such as make over, pizza and film evenings, ice skating and picnics on Dartmoor. Young Carers have the opportunity to attend the annual Young Carers camp in Southampton.



# Expectations

## Reading, Homework, Lesson Expectations and Conduct

Our aim is to ensure that every one of our students leaves the school with the highest possible academic success. To support this aim and to ensure that each lesson is fulfilling and productive for every student, our policies ensure a disruption-free learning environment.

The implementation of these expectations allows students to get the most from every lesson and for every teacher to be able to focus on teaching and learning - we use the mantra “Every Minute Counts”. The partnership between the Student, the Parent/Carer and the School is key with regard to the academic success of our students. Therefore, the purpose of this section is to summarise our expectations, in order that Parents and Carers are clear on how to support their child to get the most from their time at Stoke Damerel Community College. Full details are available within our policies, available on our website.

The school day starts at 8.35am where students line up to meet their tutor. Each morning, students have uniform, equipment and homework checks. Tutors also read to their class, developing their love of reading, improving reading fluency, vocabulary and comprehension of challenging texts.

## Daily Reading

We have a daily reading scheme for Years 7-10. Each day, the tutor reads to students from the shared text as they follow. This not only allows them to improve their knowledge of classic literature, but also improve their range of vocabulary and comprehension of challenging texts.

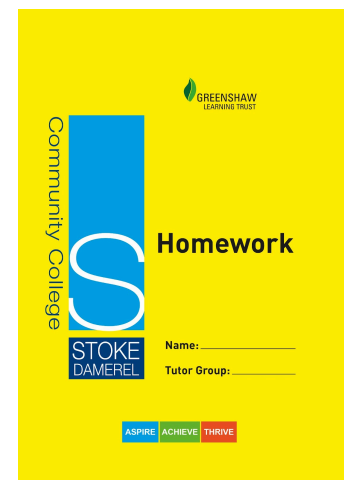
## Homework

Homework is important in raising a student’s achievement and is a vital part of preparing them for the vast amount of information they will be expected to know for the GCSE examination. Homework is based around Knowledge Organisers and students have set questions they need to answer. This recall technique, when practised regularly, strengthens the memory and increases students’ complex thinking and application skills.

All students are given a Knowledge Organiser each half term and a homework book.


The checklist below demonstrates how this questioning takes place:

- Your child takes a small section of their Knowledge Organiser
- They read and re-read the section
- They write the questions set in the knowledge organiser in full sentences
- They answer the questions in full sentences
- They cover the answers and answer the questions from memory
- They then use their green pen to correct answers they didn’t know
- Each subject takes 20 minutes



# Knowledge Organiser

Geography: Half Term Five - Week 1

Geography: Week 1 Knowledge Organiser:		
Session	Keyword	Knowledge & Geographical concepts
Altitude, latitude and characteristics of cold environments	<p><b>Polar:</b> The most extreme cold environment with permanent ice. Regions around the North pole (Arctic Sea) or South pole (Antarctica)</p> <p><b>Tundra:</b> A vast, flat, treeless Arctic region of Europe, Asia and North America</p> 	<p><b>Altitude:</b> The height above sea level a location is. Temperature decreases as altitude increases.</p> <p><b>Latitude:</b> The position on the earth a location is. The equator is 0° latitude. The north and south poles are 90° latitude. Everywhere else is somewhere in between.</p> <p><b>Polar</b>  <b>Climate</b> - Winter temperatures often fall below -50°C. Very low precipitation.  <b>Soils</b> - Permanently frozen in permafrost</p> <p><b>Tundra</b>  <b>Climate</b> - Winter temperatures drop to -20°C. High precipitation at coast (mainly snow)  <b>Soils</b> - Permafrost – mostly frozen but melts near the surface in summer.</p> <p><b>Alpine</b>  <b>Climate</b> - Temperature decreases 0.6°C for every 100m altitude. Both tundra and Polar environments are present depending on altitude.</p>
<p>Geography: Week 1 Questions</p> <p>1: Where are polar regions located (found)?                  2: What is a Tundra region?                  3: Name 3 regions where Tundra can be found.                  4: Give one word to describe the polar environment.</p> <p>5: What does altitude mean?                  6: What does latitude mean?                  7: How low does the temperature drop in polar regions during winter?                  8: What is permafrost?</p> <p>Extended Writing Question:                  Explain why the soil is permanently frozen (permafrost) in Siberia.</p>		

Homework Timetable		
	Online HW	Written HW
Monday	Sparx Maths	Geography
Tuesday	Sparx Science	History
Wednesday	Sparx Reader	Languages/Literacy
Thursday	Sparx Catch up	Modern Britain
Friday	Sparx Catch up	Computing

\*Students studying Literacy in place of French/Spanish to complete additional set Sparx Reader

Students are given a homework timetable to let them know which night they need to complete homework for each subject. In addition they are also given Sparx Maths, Sparx Science and Sparx Reader.

This will all be explained to your child during their first week at Stoke Damerel. Should you have any questions regarding homework please do not hesitate to contact your child's tutor or Head of Year. There is also information on homework, and Knowledge Organisers, on our website.

Homework support is available from Monday - Thursday 3-4pm. Support from Teaching Assistants, subject staff and Sixth Form student mentors will be available during these sessions.

## Lesson Expectations

Students are expected to:

- Line up quietly outside the classroom at the start of the lesson
- Enter the classroom in silence
- Place their pencil case onto the desk and begin the low stakes quiz in silence.
- Listen in silence whilst the member of staff leading the lesson speaks
- Raise hand to ask a question without calling out
- Engage positively in all lessons by working exceptionally hard without disrupting any other student's learning

We use the following acronyms with students:

## S.L.A.N.T

When in lessons we:

- **S Sit** up
- **L Listen** to the speaker
- **A Ask** or answer questions when directed
- **N Never** interrupt another speaker
- **T Track** the teacher “123... Tracking me”

## S.H.A.P.E

When answering questions or speaking we:

- **S Speak** in full sentences
- **H Hands** away from our face
- **A Articulate**, we never mumble
- **P Project** answers clearly and loudly
- **E Eye** contact; to show we are confident

## S.T.E.P.S

When we have a conversation we use:

- **S Sir or Miss**
- **T Thank you**
- **E Excuse Me**
- **P Please**
- **S Smile!**

## Conduct in Lessons

We do not allow students to disrupt the learning of other students. In order to remain in lessons, students have one simple choice, either to be in class working hard and progressing with their learning or to choose to be isolated from their peers for a period of one working day – this will mean that the learning of others is not disrupted. Students disrupting the learning of others will receive one warning (B1), the second time during a lesson that a student fails to meet these expectations will receive a B2 and be sent to work in the recovery centre to ‘reset’ their behaviour. They will have a detention that same day after school. (see full Behaviour Policy on our website). We recognise that Year 7 may take a short time to adapt to these routines and will therefore make ‘reasonable adjustments’ for some students who may need a period to adapt.

# Uniform, Equipment, Mobile Phones

## Uniform and Appearance

At SDCC we believe that our uniform should reflect the sense of belonging, pride and identity that we have here at the College. Wearing our uniform is a signal of readiness to be part of our learning community and reflects our high standards and expectations for our young people. Being smartly dressed contributes to a positive and purposeful working and learning environment.

Uniform continues to be purchased via our uniform supplier, a link can be found on our College website ([www.sdcc.net](http://www.sdcc.net)). Orders can be delivered to either the College (no delivery charge) or your home address (for a delivery fee). Uniform 'try-on's' can be arranged by contacting our suppliers and they will book you in:

### Adelie Embroidery

[www.adeliebranding.com](http://www.adeliebranding.com)

Unit 1 The Rope Walk Beech Avenue

Cattedown

Plymouth

PL4 0QQ

01752 660145

[peter@adeliebranding.com](mailto:peter@adeliebranding.com)

Below you will find a list of our essential uniform items:

Uniform	PE Kit
SDCC Blazer	SDCC Short Sleeve Training Top
SDCC Tie	SDCC Training Shorts/Leggings/Skort
White Shirt	SDCC Training Jacket (optional)
SDCC Black trousers or SDCC Tartan Skirt	Navy Blue Football Socks (outdoors)
Black shoes (see specifications below or on website)	White Games Socks (indoors)
Black socks (ankle height only) or tights (opaque high denier)	Shin Pads
	Own Football Boots/Trainers (no canvas or converse shoes)
	Optional Mouth Guard

White shirts and black shoes can be purchased from any retailer - providing they meet our clear expectations. We have been asked frequently to provide clear guidance regarding College uniform and so please see the table below to ensure clarity.

Item	How worn
Equipment Pencil Case, School Bag and Stationary	Students are provided with a full pencil case, these are checked daily - any item missing can be purchased from our shop before our daily lineup checks. A school bag is required each day and all school books required for that day should be brought into College.
Blazer	To be worn at all times unless permission to remove, Sleeves are to be rolled down.
School Trousers	Trousers must be our SDCC formal style tailored school trousers, with the 's'.
SDCC Tartan Skirt	The College tartan skirt is the only style of skirt that may be worn. Skirts must not be rolled up and belts are not permitted.
Shirt	Plain white collared shirt. Shirts are to be tucked in at all times with the top button done up.
Tie	Ties must display the 'S' at all times
School Jumper (Optional)	Our new black long sleeved jumpers can be worn under the blazer as an additional layer. They are to not be worn as a replacement to the blazer.
Black Ankle Socks or Black Tights	Socks must be black and worn to the ankle only. They are not to be 'trainer socks' or 'knee high'. Tights are to be opaque. (No logos on socks).
All Black, Leather and Polishable Shoes	We expect our students to wear all black, 'traditional', well-constructed, weather-proof, leather or leather-type shoes with a low heel. Trainers - black or otherwise, including popular designs such as Nike Air, Converse or Vans-style shoes - are not acceptable. Please see images on the following page regarding unacceptable footwear to avoid confusion.
Hair	Extreme fashion hairstyles (e.g. very short crew cut, decorative shaved elements or motifs) and extreme hair colours are not allowed (e.g. hair must be of a natural colour). If longer than collar length, hair must be tied back in situations where it could cause a danger to the individual or others, such as in PE and other practical lessons.
False Nails / False Eyelashes	False nails or nail extensions of any description represent a health and safety risk and may not be worn. Colourless nail varnish only may be worn. False eyelashes are not permitted
Make up	Any make-up worn by students should be natural and discreet.
Belts	Can be worn with trousers only. Must be black and discreet
Jewellery	Students are permitted to wear a wrist watch and one pair of small plain (meaning no gems embellishments or shapes other than round/square) gold or silver stud earrings to be worn in the bottom hole if there are multiple piercings. One plain silver or gold ring is permitted. Stoke Damerel does not allow facial piercings of any kind, including transparent piercing retainers and those within the mouth. Students will be asked to remove any other piercings if they are visible.

Coats / Hat / Scarves	Weatherproof outdoor coats should only be worn outside and not when inside a College building. Coats should be worn over blazers and never instead of. Denim, leather, imitation leather jackets, tracksuit tops and hoodies are not acceptable. Coats should not display any inappropriate logos. In cold or wet weather appropriate hats and scarves may be worn to and from College, but not in the school building
Lost property	The College cannot accept any responsibility for loss of property. Please ensure that all items of clothing are clearly marked with your child's name – please check regularly that the name is still visible

Please see below regarding **acceptable and unacceptable** footwear:



### Unacceptable

- Converse (or equivalent) leather or canvas boot
- Doc Martens (or equivalent) boots
- Vans (or equivalent) style leather or canvas trainer
- Suede studded shoes
- Nike (or other manufacturers) trainers
- Adidas (or equivalent) leather trainers

## Equipment

Our school equipment policy saves valuable time wasted in lessons handing out stationery, it improves presentation and supports students to organise their learning. Students are to carry their equipment in a **school bag** of suitable size (handbags and boot bags are not suitable for everyday use). To be contained in a clear pencil case: 30cm ruler, pencil, black, green and blue pen, eraser, glue stick, sharpener, three colours of highlighter pens. Equipment is checked daily. Replacements can be purchased from the School Shop. **STUDENTS ARE PROVIDED WITH A FULL PENCIL CASE ON DAY ONE!** All equipment is checked daily. All other optional stationery must be kept in a separate pencil case.



## Mobile Communication Devices (Phones/Tablets) and Headphones

Your child is allowed to have a phone, tablet or headphones for the journey to and from school, however they need to remain **in their bag, switched off**, at all times during the school day. If a phone/tablet or headphones are seen anywhere onsite they will be confiscated. Should a phone be confiscated the following procedure will be followed: The device will be returned to parents only, who will be required to come to the College reception between 3.15-4.30pm to collect the device. Refusing to follow this process will result in a student spending one working day in the Recovery Centre. Further confiscations will result in students having to hand in the device at the start of each day and may lead to the College withdrawing the right for a student to bring phones or other devices onto the College site. It is important to ensure that your contact details are always up to date so that we can contact you at all times.

If you wish to contact your child to deliver an 'urgent' message please call the main reception. If your child wishes to contact you during the day for an 'urgent' message then they will need to go through their year team office for permission to do so. This is no different to the process operating within a majority of primary schools and so you and your child should be familiar with this process.

We cannot accept liability for loss or damage to any personal items brought into school site or whilst out on school related activities. We recommend that high value personal items are not brought into College.

# Sanctions, Rewards & Recognition

## Sanctions

Issue	Sanction	Parental notification
Late to school	Same day 1 hour detention 3-4pm	Parents will be notified by text/email.
Incorrect or missing equipment Uniform discrepancies. If this occurs twice during the period of a week there will be an after school detention.	Friday detention 3-4pm	Parents will be notified by text/email.
Disruption to lesson	Sent to the recovery centre for a period of 1 working day. 1 hour detention after school 3-4pm. Restorative conversation with member of staff	Parents will be notified by text or phone call
Homework	Same day 1 hour detention 3-4pm	Parents will be notified by text/email.
Online homework	1 hour detention 3-4pm on: English Monday Maths Tuesday Science Thursday	Parents will be notified by text/email.

*Please note these detentions are NON-NEGOTIABLE.*



## Awards and Recognition

At Stoke Damerel we believe in a praise culture where good behaviour, effort and achievement will be recognised and celebrated wherever possible. Progress and improvement, team work, contributions to our College community or helping others are as commendable and respected as academic achievement. We have a culture where students want to succeed and are proud of their achievements.

We recognise that qualifications and results will open doors for our children to access the very best universities in the country or careers of their choosing. However, we also understand that in order for our children to make the most of these opportunities they must develop the strength of character required to take on the obstacles that will face them on their climb up their mountain. At Stoke Damerel we care deeply about children's characters and work hard to develop them. We also understand that working towards academic achievements and developing character takes hard work and dedication from our children, and it's important that we have fun too!

Students and staff are assigned to one of four houses. They are awarded house points, including House Card signatures and in the future golden tickets will count towards the child's personal total, resulting in Rewards Experiences, and towards their House total, resulting in becoming House Champions!! Alongside house points students will gain House points by competing in a number of competitions, carefully selected by our Student Leaders, through the academic year. Fun Fridays will see House teams challenge one another in their quest to be crowned House Champions.

We continually strive to recognise those students that are 'getting it right' every day, as well as for those who go 'above and beyond'. Parents/carers will be informed of achievements in a variety of ways and there will be many opportunities to celebrate students' successes throughout the year. Teachers will send a postcard home recognising and congratulating their successes when they reach key milestones. As well as this, students can be nominated to be part of our termly award assemblies or receive special recognition as part of our annual College Awards evening. Parents/Carers are encouraged to attend this evening to help us celebrate the success of our young people.



# Safeguarding and Student Welfare

The welfare and safeguarding of young people is at the heart of everything we do at SDCC. We have an extensive, well trained safeguarding, welfare team to support the emotional wellbeing and mental health of all our students.

Our Safeguarding Team are experienced staff trained to the highest levels required. They work tirelessly to ensure children are not disadvantaged by circumstance and achieve their best on all levels.

Our relationships, health and sex education (RHSE) curriculum covers all aspects of the DfE guidance and prepares students for life in the world in which we live.

## Director of Specialist Services - Simon Kelly

Simon Kelly is Assistant Headteacher, leading the Safeguarding Team.

- Designated Safeguarding Lead ensures all students feel safe and supported within our College community
- Responsible for our Children in Care's well-being and progress
- Relationships, Sex and Health Education
- Personal Social Education

Contact: 01752 284136 Email: [skelly@sdcc-smhc.net](mailto:skelly@sdcc-smhc.net)

## Deputy Designated Safeguarding Lead - Emma Hermon-Wright

Emma Hermon-Wright coordinates our work with outside agencies in order to support, safeguard and impact on the welfare of students and families.

- Linking with outside support agencies such as CAMHS, Youth Service, Police and other community organisations that support students and their parents
- Co-ordinating referrals to projects and other services and counselling services
- Member of the Safeguarding Team
- Deputy DSL

Contact: 01752 556065 Extension 4112 Email: [ehermonwright@sdcc-smhc.net](mailto:ehermonwright@sdcc-smhc.net)

## **Pastoral Team**

Welfare Assistants provide pastoral support and advice to students within each year group. They will support students who are experiencing difficulties at any time and help them to overcome barriers to learning, friendship issues and daily worries.

- Available at break and lunchtimes for students to talk to
- Build a positive relationship with students and provide a 'friendly ear'
- Support students experiencing problems with friendship issues, homework, issues in lessons, social skills, anger management and problems at home
- Run support programmes and group workshops on a variety of topics such as self esteem, sexual health, drugs and alcohol issues, social skills and healthy eating
- All Welfare Assistants are Mental Health Toolbox trained

## **Attendance Team**

The team can offer advice, information and support to parents for improved engagement with school. She can work with parents and students to resolve issues causing persistent absenteeism.

- Direct work in the home and at school with students and parents/carers on attendance issues
- Signpost and refer to specialised support to help families overcome barriers to good attendance
- Attendance at single and multi-agency meetings
- Assists the Safeguarding Team

Contact: 01752 284221 Email: [lara.gill@sdcc-smhc.net](mailto:lara.gill@sdcc-smhc.net)

## **SENDCo - Kay Tuxford-Lewis**

The SENDCO has day-to-day responsibility for the operation of SEND policy and the coordination of specific provisions made to support individual pupils with SEND, including those who have EHC plans. The SENDCO provides professional guidance to colleagues and will work closely with staff, parents and other agencies. The SENDCO should be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that pupils with SEND receive appropriate support and high quality teaching. Advising on the graduated approach to providing SEND support as well as being a key point of contact with external agencies, especially the local authority and its support services.

Email: [KLewis@sdcc-smhc.net](mailto:KLewis@sdcc-smhc.net)

## Therapeutic Support

The Therapeutic Support Staff work with students on a one-to-one basis to help them overcome barriers to learning, to raise their aspirations and promote effective participation in all aspects of college life.

- Provide early help with mental health support to students with attendance, behaviour, social and emotional issues
- Develop short and long term action plans and strategies with students to overcome the issues they are facing
- Address issues such as social isolation, potential bullying, self-esteem, relationship issues, bereavement, trauma, challenging behaviour and disengagement with learning
- Support through our trained Sixth Form Peer Listeners during lunchtimes in a confidential space

## Parent/Carer Guide to Attendance

Attendance Percentage	Days Missed a Year	Days Missed Equates To	Lessons Missed	Missed Over 5 Years	Effect of Attendance on GCSE Grades
95-100	Up to 9.5	1 Day a Month	1 Lesson a Week	Nearly a Whole Term	3 out of 4 students achieve 5 Grade 9 - 4 GCSEs including Maths & English
90-94	Up to 19	1 Day a Fortnight	2.5 Lessons a Week	6 Months	Half of students achieve 5 Grade 9 - 4 GCSEs including Maths & English
85-89	Up to 28.5	1.5 Days a Fortnight	3 Lessons a Week	9 Months	Only 1 in 3 students achieve 5 Grade 9 - 4 GCSEs including Maths & English
80-84	Up to 38	1 Day a Week	5 Lessons a Week	1 Whole Year	
75-79	Up to 47.5	3 Days a Fortnight	7.5 Lessons a Week	4 Whole Terms	Only 3 out of every 100 achieve 5 good Grade 9 - 4 GCSEs
0-50	Up to 95	2 Weeks a Month	12.5 Lessons a Week	2.5 Years	

**Target Attendance - 97% for all students.**

### Timings

Please ensure you know the dates of the school year, a printable calendar is available on the school website and a copy is also available on the back of this booklet.. We cannot authorise absences where parents forget a term date, or when students provide incorrect information to parents.

8.35 - Students need to be onsite by 8.35am ready for line up at 8.40am. It is essential your child attends this period daily. Students failing to attend registration will be recorded as Late and issued an after-school detention. If students arrive after our register closes they will be recorded as an unauthorised absence and are at risk of receiving a Penalty Notice Fine, should this happen 8 or more times.

3pm - School finishes (Twilight lessons at 4.00 pm), we will never release your child early without contacting you.

### **Stoke Damerel Procedures**

Our electronic registration system means that we can register students to every lesson. We will check your child's attendance regularly and will contact you should we have any concerns.

- We aim to contact by SMS text the parent/carer of any child not present in school each day and for whom we have not had a telephone call explaining their absence
- Please ensure we have your current mobile telephone number and address. Please ensure we have a daytime contact number at all times so that we can contact you in case of concern or any emergency involving your child

### **Attendance Concerns**

- If attendance drops below 95% we will send you a letter of concern. Should attendance drop further towards 90% we will invite you into a meeting at which we will initiate an attendance support plan. The aim of this meeting is to identify barriers to attendance and provide support and solutions.
- Should attendance fail to improve we may ask you to provide medical evidence to support absence from school, at this stage any absences where there is no medical evidence will be unauthorised (students with attendance less than 90% are classified as persistent absentees by government criteria).
- Should attendance still fail to improve you will be invited to attend an attendance action plan meeting where clear targets will be put in place. Only following this will we refer the students to the Local Authority who may consider the issuing of penalty notices and ultimately prosecution.

### **School Trips/Sporting Events**

Trips and School sporting events are classed as 'Educational Activity' and count as attendance.

# **Absence**

***Please note that absence from school can only be authorised by the Headteacher of the School. Parents cannot authorise absence.***

### **Illness**

We will authorise absence on receipt of a phone call from the parent/carer to our Absence Line – 01752 284221 as long as attendance remains acceptable. The Absence Line has an answer phone and messages can be left 24 hours a day. We ask that you phone daily and should your child be absent for more than three days we will expect some form of evidence of the seriousness of their illness/condition on return.

You should send your child to College on any day that they do not have a temperature, diarrhoea, vomiting or contagious condition. We have a highly experienced First Aider who will contact you should we consider your child is unfit to remain at College. We will only authorise the absence of students leaving College unwell if a member of staff has authorised their departure.

We will administer any medicines which your child requires at the appropriate times and will hold them securely. A course of antibiotics is not a satisfactory reason for keeping your child away from school.

Should we have concerns regarding the amount of time your child is absent due to illness we may refer them to the School Nurse Service. In extreme cases the Headteacher may decide to not authorise any further absence on medical grounds.

### **Medical Appointments**

We expect medical appointments to be arranged for after school, or if necessary as close to the end of the school day as possible, but appreciate that this is not always possible and that students may have to attend appointments at other times, however we will authorise only half a day's absence for appointments. Students should bring an appointment card/letter to show reception who will register the evidence and authorise for the student to sign out at reception. Only the Attendance Officer or reception will change the register to authorise the absence (this confirms the student is no longer on site in case of an emergency evacuation).

### **Holidays during term-time**

We have been advised by the Department for Education that from 1 September 2013 the headteacher no longer has the authority to authorise holiday absence during term-time. Any holiday in term-time request will be declined and any holiday taken during term-time will be unauthorised. We are required to inform the Local Authority, who may issue a penalty notice of an amount per carer, per child. Absence request forms can be found on our website.

### **Religious Observance**

Please phone the Attendance Office should your child need to be absent from school for reasons of religious observance.

### **Other Absence**

The Headteacher may now only authorise absence from school in exceptional circumstances, any requests should be made in writing to the Welfare & Attendance Team, but please note – we will not authorise absence from school for moving house/birthdays/obtaining or not having appropriate uniform or caring for relatives.

## **Useful Contacts**

Absence Line (Answerphone at night)	01752 284221
Attendance Team	01752 284221
Simon Kelly, Director of Specialist Services (DSL)	01752 284136
Emma Hermon-Wright, Deputy Designated Safeguarding Lead	01752 556065 Extension 4112

# Consent for Administration of Medication

As your son / daughter will be starting at the college from September, I would like to make you aware of our medicines policy for administration of prescribed medication and medicines over the counter. Our policy can be found on the College website.

## **Prescribed Medication**

As far as possible, we ask parents to ensure that medicines can be taken outside of the college day. If your son / daughter is required to take prescribed medication during the College day, please complete the consent form.

The medication will be kept in our First Aid room and administered by a member of the First Aid Team when required. This medication should be provided in the original container with the following clearly shown on the label:

- Child's name, date of birth
- Name and strength of medication
- Dose expiry date, whenever possible
- Dispensing date

The medication is regularly audited and as a parent / carer, you must ensure that there is sufficient medication and that it is in date.

## **Over the Counter Medicines**

Students cannot carry any medication. Please complete a consent form for any over the counter medication. This medication will be held at first aid.

**Consent forms are required to be completed, as verbal instructions for administration cannot be accepted.**

**If you have any concerns please do not hesitate to contact First Aid at the College**

# MCAS

We are introducing My Child at School, (MCAS) as our primary parent app at Stoke Damerel Community College. MCAS empowers you to access and manage key information about your child, enhancing communication and engagement with you.

You will be sent an email containing a download link towards the end of August (Please make sure the correct email address is used with your admission forms) this app will then enable you to pay for school dinners, look at attendance and behaviour and check timetables amongst other uses.

## Cashless Catering

At Stoke Damerel Community College we use a system that recognises a fingerprint to pay for school meals. The system is quick and easy and, unlike money or payment cards, students cannot forget them. Fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm then discards the fingerprint. Only the numbers remain and these cannot be reinterpreted back into a fingerprint. When your child leaves our school their biometric data is securely deleted. The quickest and easiest way to top up your child's lunch account will be via MCAS.

There are three main reasons for the system:

- Free school meals and other students are all on the same system
- Parents can top up once a day, or once a week or once a month if they choose
- Reduces the opportunities for theft or bullying.

Students who are entitled to free school meals automatically have money added to their account each day. The canteen menu can be accessed on the school website, [www.sdcc.net](http://www.sdcc.net)

## Lockers

Individual lockers are available for use by pupils until the end of year 11. However, in order to cover maintenance costs, there is a non-refundable charge payable of £20. If the locker key is lost at any time, there is a replacement charge of £5. At the end of year 11, your child will be asked to remove all their belongings from the locker and return the key, in readiness for the New Year 7 entrants to the College. If your child wishes to remain at Stoke Damerel Community College after year 11, then a locker is provided within the 6th form common room free of charge.

If a locker is required payment must be made using MCAS system, and details regarding registration will be sent to you by the end of August. When payment has been received the key can be collected from the Main Reception at the College.

Please note that lockers will be allocated on a first come, first served basis and, as stated in College policies, students will not be able to share lockers for security purposes.

# Parents/Carers Privacy Notice

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

This data is collected in a number of ways but namely via the Local Authority, Department for Education (DfE), registration forms or a secure link with other School's Information Management System.

Please go to the website under policies & documents for the [Privacy Notice](#) information. This document provides information on the data collected and how it is used.

## Complaints/Concerns

If you have any concerns or complaints it is always best to seek an informal solution by contacting either the tutor or head of year, who can often resolve most issues.

Our complaints policy is on our website and has 3 stages:-

Stage 1 - Informal complaint

Stage 2 - Formal complaint

Stage 3 - Complaints panel

A concern or complaint can be made in person in writing or by telephone. In the first instance via the member of staff dealing with the issue or via [info@sdcc-smhc.net](mailto:info@sdcc-smhc.net), for an appointment to discuss the matter with an appropriate member of staff.

Stoke Damerel Community College - Student Calendar  
for Academic Year 2024-2025



	September					October				November				December				January				February								
Week	A	B	A	B	A	B	A	B		A	B	A	B	A	B	A			B	A	B	A	B	A		B				
Mon	2	9	16	23	30		7	14	21	28		4	11	18	25	2	9	16	23	30		6	13	20	27	3	10	17	24	
Tue	3	10	17	24		1	8	15	22	29		5	12	19	26	3	10	17	24	31		7	14	21	28	4	11	18	25	
Wed	4	11	18	25		2	9	16	23	30		6	13	20	27	4	11	18	25		1	8	15	22	29	5	12	19	26	
Thur	5	12	19	26		3	10	17	24	31		7	14	21	28	5	12	19	26		2	9	16	23	30	6	13	20	27	
Fri	6	13	20	27		4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31	7	14	21	28	
	March					April				May				June				July				August								
Week	A	B	A	B	A			B	A	B	A	B		A	B	A	B	A	B	A	B									
Mon	3	10	17	24	31		7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25			
Tue	4	11	18	25		1	8	15	22	29	6	13	20	27	3	10	17	24		1	8	15	22	29	5	12	19	26		
Wed	5	12	19	26		2	9	16	23	30	7	14	21	28	4	11	18	25		2	9	16	23	30	6	13	20	27		
Thur	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26		3	10	17	24	31	7	14	21	28	
Fri	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29

	Staff only days
	Year 7 & 12 start school
	All other year groups start school
	School Holidays
	Early close 12.20pm - Open Evening Wed 11th September
	Year 11 & 13 teaching only (half term for all other year groups)
	Bank Holidays
	Examination Results <i>Provisional</i>

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