

July 2017



Inspiring Optimistic Learners

Dear Parents/Carers,

Getting prepared for the new Academic Year 2017-2018

Thank you to all parents and carers for their fantastic support again this year. We have enjoyed meeting you at Parents Evenings and Academic Review Days in the Autumn and Spring Terms, which allowed us to review your child's progress and agree together the best possible support if needed.

We hope your child has a great summer holiday and we look forward to seeing our young people come back in September, ready for another year of learning and success. We are also very much looking forward to seeing everyone, including Year 11, come back in their smart College uniform. May we remind you that students are to wear their blazers at all times in the corridors, canteen and generally on the College site unless they have been given permission in a classroom to take it off or the Summer Rule applies.

We would also like to take this opportunity to remind parents and carers about a few things to help them get ready for the new term. Our students always report that they feel safe at the College, and safeguarding always remains a priority. Should there be any safeguarding concerns however, that you do not feel confident to report in person, the College has a confidential email address: worries@torpoint.cornwall.sch.uk. This information is overseen by members of the Student Support Team and senior managers only.

After over 10 years in post, I will be taking a sabbatical or period of extended leave of two terms, from September 2017. This is to complete a research programme and will return in the Spring Term 2018. During this period, Dr J Plumb, Deputy Headteacher, will be the Acting Headteacher.

Please find attached information for you to read to prepare your son/daughter for the new Academic Year 2017-2018:

- TCC Uniform
- Equipment needed for TCC
- Assessment and Feedback – DIRT
- Homework: Show My Homework Website
- Information and Communication
- First Point of Contact
- Use of Mobile Phones and E-Safety

The College publishes information in its newsletter, on its website and via the College's Facebook page.

Start Dates for Students

Tuesday 5th September 2017 – Sixth form induction
Wednesday 6th September 2017 – Year 7, 10 and 12 return
Thursday 7th September 2017 – All year groups return

Please email enquiries@torpoint.cornwall.sch.uk if you have any further queries. Sincerest thanks for your continued support.

Yours sincerely,
Mrs A Hazeldine and The College Leadership Team

TCC Uniform (Extract from Uniform Policy which can be found on website)

Black College Blazer: with logo (as purchased via SWI).

White Collared Shirt: tucked into trousers or skirts (not see through) white shirts must have white or clear buttons. (Plain skin coloured vest tops maybe worn underneath the shirts)

College Tie: Clip on navy/sky striped (as purchased via SWI).

Skirts: Black “classic” style skirt that is either straight or pleated. Skirts should not be tight or made of stretch fabric. The hem of the skirt should be no more than 5cm above the knee. Following a consultation with parents, the two skirts provided by SWI are currently optional for Year 8 to Year 11 and compulsory for Year 7 as the skirt of choice.

Trousers: Plain, black “classic” style trousers. These should be straight legged and not tight. There should be no large belts, zips on the sides or buckles and belts should be plain black. Trousers should not be made out of a denim fabric, chino’s or leather. For example, the trousers currently sold with zips on the side and of stretchy material will not conform with our policy and will lead to sanctions if worn at the College.

Shoes: Black shoes of sensible design with low heels. Shoes should protect and support feet to comply with the College’s Health & Safety Regulations. No trainers, flat pumps, canvas, stilettos or platform shoes. Shoes must be either made from leather or leather effect and be polishable.

Jewellery: One pair of small discreet studs may be worn and one small discreet ring on the finger. Ear stretchers are not permitted neither are earrings or body piercings that could cause a risk of injury. No facial piercings are permitted; this includes tongue piercings. A wristwatch may be worn but no bracelets. Unless agreed via a Targeted Support Plan to support additional needs. Jewellery must be removed for PE.

Hair/Hair Ornaments: Extreme and exaggerated hair colouring or style and cuts are not acceptable. The colour of hair should be within the natural range. Also, for example, grade 2 and above is acceptable and tramlines are not acceptable. If unsure please contact the College for clarification. Plain hairbands may be worn.

Make-up and Nails: The make-up worn should be discreet and appropriate for a school environment. Nail varnish should be clear.

The full uniform must be worn at all times when students are on the College site (grounds and buildings) and as directed by staff. Permission may be sought from staff to remove a blazer during the lesson if appropriate. Students may remove blazers in exceptional circumstances, when taking part in a physical activity at break and lunchtimes outside or if the Headteacher deems that weather conditions mean that students should be given permission to remove blazers.

Any breaches to the Uniform and Dress Code will result in sanctions when first noticed during daily routines or regular checks. This is in line with our Behaviour Policy and will ultimately be at the discretion of the Headteacher where a specific breach is not contained in the policy.

Please ensure all uniform is named.

For a comprehensive list of the new uniform please see our website:

<http://www.torpoint.cornwall.sch.uk/uniform-dress-code/>

Equipment needed for TCC

Students are expected to have the following equipment with them in every lesson:

Pens and pencils (HB and 2B)

Pencil sharpener and rubber

Ruler, protractor and compass

Reading book

Scientific calculator (Casio fx-83 recommended if one needs purchasing)

Colouring pencils, glue stick (optional, but useful)

Marking and feedback to students: Dedicated Reflection and Planning Time (DIRT)

One of the ways in which we help each student to make great progress is through **D**edicated **I**mprovement and **R**eflection **T**ime, or DIRT. When students have their work assessed, teachers will give students specific, subject-related feedback on what they have to do to improve. They will then be given time in lessons to make that improvement and, often, comment on how they have done it. This is a genuine dialogue between staff and students about how to make progress and improve work.

Homework: Show My Homework Website

All teachers and students use the website Show My Homework to set and record homework. In September every Year 7 student and parent will be given their own unique login details. This will allow them to check their individual homework on any computer, tablet or smartphone. There is a free app for iPhone and Android to make this even easier. It will send students reminders of when homework is due in and allow teachers to attach resources to help students complete the homework.

Information and Communication at TCC

We endeavour to reply to all email or letters to the College as soon as possible and certainly within three working days or sooner.

First point of contact

The first Point of Contact (PoC) at the College is the tutor.

- Tutors: All staff email addresses will be their surname followed by their initial @torpoint.cornwall.sch.uk
E.g. Miss C Lindup will be lindup.c@torpoint.cornwall.sch.uk

- House Leaders of Learning:

Freathy: Pease.c@torpoint.cornwall.sch.uk
Tregantle: Howard.j@torpoint.cornwall.sch.uk
Polhawn: Davey.m@torpoint.cornwall.sch.uk
Tregonhawke: Childs.j@torpoint.cornwall.sch.uk

Use of Mobile Phone (digital device) and headphones and E-Safety

As preparations for the new academic year begin, it is important to consider student's mobile phone and internet access. Students are allowed to bring in their mobile phone or other electronic device but we believe students should use these responsibly and the use of these digital devices should not distract them from learning. Students are **ONLY** allowed to use their phone in Designated Areas e.g. the canteen and in lessons **ONLY** when the teacher has given permission. Students are not allowed to use phones or headphones in the corridors at ANY time during the College day.

Parents are reminded that students bring mobile phones and other devices onto College property at their own risk and students must adhere to the College behaviour acceptable use policy at all times.

All students have received e-safety training covering; cyber bullying, child exploitation and most recently, anti-extremism.

We advise all parents to:

- Regularly monitor your child's internet use; Check privacy settings
- Report any concerns to the relevant agency (see link below).

<http://www.torpoint.cornwall.sch.uk/e-safety/>

We fully support parents to be proactive in safeguarding their children and close any accounts which maybe putting them at risk.