

July 2018



Dear Parents/Carers,

### Getting prepared for the new Academic Year 2018-2019

Inspiring Optimistic Learners

Thank you again to all parents and carers for their fantastic support 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.

It is hoped the great weather continues and that your child enjoys a well-earned rest over the summer break and we look forward to welcoming them back in September ready for another year of learning and success. We are also very much looking forward to seeing everyone come back in their smart College uniform. May we remind you that students are to wear the 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 in September. Our students always report that they feel safe at the College, and safeguarding always remains a priority. However, should there be any concerns that you do not feel confident to report in person, the College has developed a confidential email address: [worries@torpoint.cornwall.sch.uk](mailto:worries@torpoint.cornwall.sch.uk). This website is overseen by members of the Student Support Team and senior managers.

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

- 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 continues to publish information in the newsletter, on the College website and via the College's Facebook page.

### Students will return at the start of the term on the following days:

Wednesday 5<sup>th</sup> September – Sixth form induction – Year 12 only

Thursday 6<sup>th</sup> September – Year 7, 10 and 12 return

Friday 7<sup>th</sup> September – All year groups return

Please email [enquiries@torpoint.cornwall.sch.uk](mailto:enquiries@torpoint.cornwall.sch.uk) if you have any further queries.

Thank you for your continued support.

Yours sincerely,

Dr Jeremy Plumb  
Acting Headteacher

## **Information to prepare you for the new Academic Year**

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

### **Description of uniform**

**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 stretchy 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 9 to year 11 and compulsory for year 7 and 8 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.

**Shorts:** Plain black “city” shorts or tailored black shorts. Not cargo style or sports shorts.

**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 and have no visible brand or labels.

**Tights and Socks:** Tights – plain black (no pattern), or flesh coloured. Socks – plain black or grey if visible.

**Hats and Head Covering:** No hats to be worn in College unless medical reasons are provided. The wearing of a head scarf or hijab, for religious reasons, is permitted.

**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. This may happen in the last half term of the summer term.

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)

## **Assessment and feedback to students: Dedicated Reflection and Planning Time (DIRT)**

One of the ways in which we help each student to make great progress at Torpoint 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 a full stop and 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 the summer approaches and 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.**