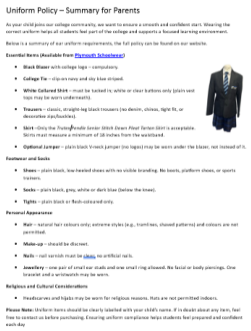
# What’s in your welcome pack?

**Postcard to inform you of your tutor group**


Uniform Policy – Summary for Parents

As your child joins our college community, we want to ensure a smooth and confident start. Wearing the correct uniform helps all students feel part of the college and supports a focused learning environment.

Below is a summary of our uniform requirements, the full policy can be found on our website.

**Essential Items (Available from Plymouth Schoolwear):**

- **Black Blazer** with college logo – compulsory.
- **College Tie** – slip-on navy and sky blue striped.
- **White Collared Shirt** – must be tucked in; white or clear buttons only (plain vest tops may be worn underneath).
- **Trousers** – classic, straight-leg black trousers (no denim, chinos, tight fit, or decorative stitching/holes).
- **Skirt** – Only the Plymouth Senior Stitch Down Pleat Tartan Skirt is acceptable. Skirts must measure a minimum of 18 inches from the waistband.
- **Optional Jumper** – plain black V-neck jumper (no logos) may be worn under the blazer, not instead of it.

**Footwear and Socks**

- **Shoes** – plain black, low-heeled shoes with no visible branding. No boots, platform shoes, or sports trainers.
- **Socks** – plain black, grey, white or dark blue (below the knee).
- **Tights** – plain black or flesh-coloured only.

**Personal Appearance**

- **Hair** – natural hair colours only; extreme styles (e.g., tramlines, shaved patterns) and colours are not permitted.
- **Make-up** – should be discreet.
- **Nails** – nail varnish must be plain; no artificial nails.
- **Jewellery** – one pair of small ear studs and one small ring allowed. No facial or body piercings. One bracelet and a wristwatch may be worn.

**Religious and Cultural Considerations**

- Headscarves and hijabs may be worn for religious reasons. Hats are not permitted indoors.

**Please Note:** Uniform items should be clearly labelled with your child's name. If in doubt about any item, feel free to contact us before purchasing. Ensuring uniform compliance helps students feel prepared and confident each day.

**Uniform guidelines**

TORPOINT COMMUNITY COLLEGE
INSPIRING OPTIMISTIC LEARNERS

June 2025

Dear Parents/Carers,

We are delighted to welcome your child to our upcoming Transition Day on Thursday, July 9th. This is a fantastic opportunity for students to settle in, meet their tutors, and enjoy three engaging taster lessons designed to help them feel confident and prepared for the year ahead.

Students should arrive between 8:30 and 8:45 a.m. at Reception, where they will be greeted and directed to meet their Head of Year and tutors. The day will end at 2:45 p.m., unless your child is taking the school bus, in which case departure will be at 3:30 p.m.

We kindly ask that students wear their primary school uniform for the day.

In addition to their lessons, students will have the chance to take part in fun games on the field (weather permitting). To ensure they can participate comfortably, we recommend they wear or bring trainers.

Please ensure your child brings:

- A packed lunch and water bottle (lunch will be provided for those eligible for Free School Meals)
- Basic stationery – a pen and a pencil

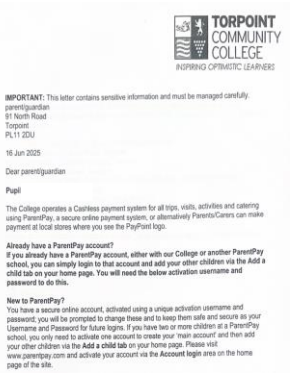
Please note that food will not be available for purchase on the day.

We are very much looking forward to meeting our new students and beginning this exciting journey together. If you have any questions, please do not hesitate to get in touch.

Kind regards,

Cheryl Lockett
Assistant Headteacher
Examinations Officer

**Transition day letter**


TORPOINT COMMUNITY COLLEGE
INSPIRING OPTIMISTIC LEARNERS

**IMPORTANT:** This letter contains sensitive information and must be managed carefully.
parent/guardian
91 North Road
Torpoint
PL11 2DU

16 Jun 2025

Dear parent/guardian

**Pupil**

The College operates a Cashless payment system for all trips, visits, activities and catering using ParentPay, a secure online payment system, or alternatively Parents/Carers can make payment at local stores where you see the PayPoint logo.

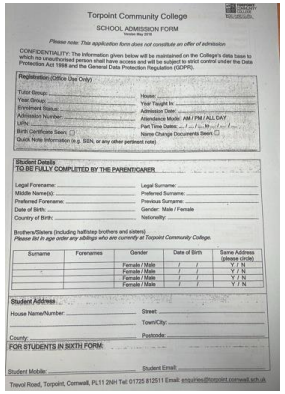
**Already have a ParentPay account?**
**If you already have a ParentPay account, either with our College or another ParentPay school, you can simply login to that account and add your other children via the Add a child tab on your home page. You will need the below activation username and password to do this.**

**New to ParentPay?**
You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins. If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the **Add a child tab** on your home page. Please visit www.parentpay.com and activate your account via the **Account login** area on the home page of the site.

**Parent Pay letter**

**Forms to be completed and returned on or before 9th July 2025**

If not already submitted


Torpoint Community College
SCHOOL ADMISSION FORM

*Please note: This application form does not constitute an offer of admission*

CONFIDENTIALITY: The information given below will be maintained on the College's data base to which no unauthorised person shall have access and will be subject to strict control under the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

**Registration** (Office Use Only)
Tutor Group: ..... House: .....
Year Group: ..... Year Taught in: .....
Enrolment Status: ..... Admission Date: .....
Admission Number: ..... Attendance Mode: AM / PM / ALL DAY
UPN: ..... Part Time Dates: __/__/__ to __/__/__ __/__/__ to __/__/__
Birth Certificate Seen ☐ None Change Documents Seen ☐
Quick Note Information (e.g. SEN, or any other pertinent note): .....

**Student Details**
**TO BE FULLY COMPLETED BY THE PARENT/CARER**
Legal Forename: ..... Legal Surname: .....
Middle Name(s): ..... Preferred Surname: .....
Preferred Forename: ..... Previous Surname: .....
Date of Birth: ..... Gender: Male / Female
Country of Birth: ..... Nationality: .....

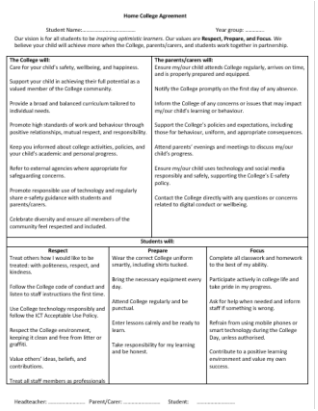
Brothers/Sisters (including half/step brothers and sisters).
*Please list in age order any siblings who are currently at Torpoint Community College.*

| Surname | Forenames | Gender | Date of Birth | Same Address (please circle) |
|---|---|---|---|---|
| | | Female / Male | / / | Y / N |
| | | Female / Male | / / | Y / N |
| | | Female / Male | / / | Y / N |
| | | Female / Male | / / | Y / N |

**Student Address**
House Name/Number: ..... Street: .....
Town/City: .....
County: ..... Postcode: .....
**FOR STUDENTS IN SIXTH FORM:**
Student Mobile: ..... Student Email: .....

Trevol Road, Torpoint, Cornwall, PL11 2NH Tel: 01725 812511 Email: enquiries@torpoint.cornwall.sch.uk

**School admission form**


**Home College Agreement**

Student Name:..... Year group: .....

Our vision is for all students to be *inspiring optimistic learners*. Our values are **Respect, Prepare, and Focus**. We believe your child will achieve more when the College, parents/carers, and students work together in partnership.

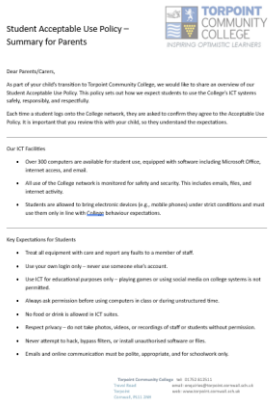
| **The College will:** | **The parents/carers will:** |
|---|---|
| Care for your child's safety, wellbeing, and happiness. | Ensure my/our child attends College regularly, arrives on time, and is properly prepared and equipped. |
| Support your child in achieving their full potential as a valued member of the College community. | Notify the College promptly on the first day of any absence. |
| Provide a broad and balanced curriculum tailored to individual needs. | Inform the College of any concerns or issues that may impact my/our child's learning or behaviour. |
| Promote high standards of work and behaviour through positive relationships, mutual respect, and responsibility. | Support the College's policies and expectations, including those for behaviour, uniform, and appropriate consequences. |
| Keep you informed about college activities, policies, and your child's academic and personal progress. | Attend parents' evenings and meetings to discuss my/our child's progress. |
| Refer to external agencies where appropriate for safeguarding concerns. | Ensure my/our child uses technology and social media responsibly and safely, supporting the College's E-safety policy . |
| Promote responsible use of technology and regularly share e-safety guidance with students and parents/carers. | Contact the College directly with any questions or concerns related to digital conduct or wellbeing. |
| Celebrate diversity and ensure all members of the community feel respected and included. | |

**Students will:**

| **Respect** | **Prepare** | **Focus** |
|---|---|---|
| Treat others how I would like to be treated: with politeness, respect, and kindness. | Wear the correct College uniform smartly, including shirts tucked. | Complete all classwork and homework to the best of my ability. |
| Follow the College code of conduct and listen to staff instructions the first time. | Bring the necessary equipment every day. | Participate actively in college life and take pride in my progress. |
| Use College technology responsibly and follow the ICT Acceptable Use Policy. | Attend College regularly and be punctual. | Ask for help when needed and inform staff if something is wrong. |
| Respect the College environment, keeping it clean and free from litter or graffiti. | Enter lessons calmly and be ready to learn. | Refrain from using mobile phones or smart technology during the College Day, unless authorised. |
| Value others' ideas, beliefs, and contributions. | Take responsibility for my learning and be honest. | Contribute to a positive learning environment and value my own success. |
| Treat all staff members as professionals. | | |

Headteacher: ..... Parent/Carer: ..... Student: .....

**Home college agreement**


Student Acceptable Use Policy – Summary for Parents

TORPOINT COMMUNITY COLLEGE
INSPIRING OPTIMISTIC LEARNERS

Dear Parents/Carers,

As part of your child's transition to Torpoint Community College, we would like to share an overview of our Student Acceptable Use Policy. This policy sets out how we expect students to use the College's ICT systems safely, responsibly, and respectfully.

Each time a student logs onto the College network, they are asked to confirm they agree to the Acceptable Use Policy. It is important that you review this with your child, so they understand the expectations.

Our ICT Facilities

- Over 300 computers are available for student use, equipped with software including Microsoft Office, internet access, and email.
- All use of the College network is monitored for safety and security. This includes emails, files, and internet activity.
- Students are allowed to bring electronic devices (e.g., mobile phones) under strict conditions and must use them only in line with College behaviour expectations.

Key Expectations for Students

- Treat all equipment with care and report any faults to a member of staff.
- Use your own login only – never use someone else's account.
- Use ICT for educational purposes only – playing games or using social media on college systems is not permitted.
- Always ask permission before using computers in class or during unstructured time.
- No food or drink is allowed in ICT suites.
- Respect privacy – do not take photos, videos, or recordings of staff or students without permission.
- Never attempt to hack, bypass filters, or install unauthorised software or files.
- Emails and online communication must be polite, appropriate, and for schoolwork only.

Torpoint Community College tel: 01725 812511
Trevol Road email: enquiries@torpoint.cornwall.sch.uk
Torpoint web: www.torpoint.cornwall.sch.uk
Cornwall, PL11 2NH

**Acceptable use policy**

TORPOINT COMMUNITY COLLEGE
INSPIRING OPTIMISTIC LEARNERS

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN TORPOINT COMMUNITY COLLEGE (May 2025)**

Please complete this form if you consent to your child using biometric systems until he/she/they leave Torpoint Community College.

Once your child ceases to use the biometric recognition system, their biometric information will be securely and permanently deleted by the College.

Further details on the College's Data Protection Policy and Privacy Statement for Students can be found on the College's website at http://www.torpoint.cornwall.sch.uk/gdpr-privacy-notice/.

I give consent to the College for the biometrics of my child ..... *(please insert name of child)* to be used by Torpoint Community College for use as part of a recognition system as described above.

I understand that I can withdraw this consent at any time in writing.

**Name of Parent:** .....

**Signature:** .....

**Date:** .....

Please return this form to the College's Main Reception or via email transition@torpoint.cornwall.sch.uk by **Friday 23rd May 2025**.

**Biometric Consent**

| Student Name: | |
|---|---|
| Please Select language preference<br>While the college will do its best to accommodate your choice, please note that availability may be introduced to student numbers. | |
| French | ☐ |
| Spanish | ☐ |

**Language Choice**

TORPOINT COMMUNITY COLLEGE

INSPIRING OPTIMISTIC LEARNERS

# Year 6 Transition Evening

We're excited to welcome you to our school community!

# Year 7 Pastoral Team

**Head of Year 7**
Mr Colquhoun

Our Year team is the first point of daily contact for students – they play a vital role in supporting wellbeing, monitoring progress, and helping each child settle into school life, feel known, and feel valued.

| | | | | |
|---|---|---|---|---|
| | | | | |
| **7ADO + DBR** | **7KAJ** | **7JMI** | **7AMA** | **7RRU** |
| Mrs Doidge<br>Mrs Bray | Mrs Jones | Mr Miller | Mr Maestri | Mrs Rule |

# Inspiring Optimistic Learners: Careers at TCC

**How We Support Careers Education:**

•Careers education is taught through PSHE lessons, alongside Health and Relationships education.
•We use leading online platforms – *Unifrog* and *Career Pilot* – to help students explore career paths, build skills, and make informed decisions.
•Every year group takes part in at least one Employer Encounter, where students meet professionals from a wide range of careers.
•Our careers programme is enriched through curriculum-linked trips, guest speakers, and visits from local colleges and universities.
•Students use a Careers Booklet to track their goals, research, and experiences.

**Pathways and Progression:**

We promote all post-16 and post-18 options equally, including:
•Staying at TCC Sixth Form for A Levels
•T Levels and BTEC Diplomas at local colleges
•Apprenticeships and Degree Apprenticeships
•University and Higher Education routes

**By the end of Key Stage 4, students will have:**

•Visited at least one College of Further Education and/or a University campus
•Completed work experience in both Year 10 and Year 12
•Received one-to-one impartial careers guidance interviews in Years 9 (options), 11, and 13

# Extra Curricular Activities

We offer a wide range of exciting clubs and activities to help students explore their interests, develop new skills, and make new friends.

- **Sports Clubs** – football, netball, athletics and more
- **Music Clubs** – choir, instrumental groups, and practice sessions
- **Art & Design Clubs** – creative opportunities beyond the classroom
- **Homework Support Clubs** – quiet spaces with staff support available
- **School Production** – we're excited to present *Grease* in Summer 2026!

We encourage every student to try something new and get involved!

# Uniform

| Essential Items | Footwear | Personal Appearance |
| --- | --- | --- |
| **Black Blazer**<br>**College Tie**<br>White Collared Shirt<br>Trousers /Skirt<br>**Jumper (optional)** | Plain Black shoes | Natural hair colour<br>No facial piercings<br>No nail varnish/false nails<br>Limited jewellery |

THE SCHOOLWEAR SHOP
est. PLYMOUTH 1998

# PE Kit

## Boys Compulsory

**Banner aptus short sleeve top**

Plain Black/Navy shorts

Plain Black or Navy socks

Trainers

Football boots

Gum shield and shin pads

## Girls Compulsory

**Banner aptus short sleeve top**

Plain Black/Navy shorts or leggings

Plain Black or Navy socks

Trainers

Football boots

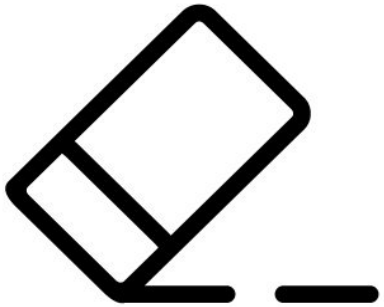
Gum shield and shin pads

# Equipment

Pens

Pencil

Ruler



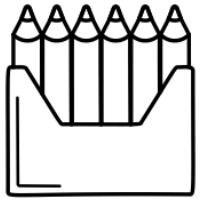
Eraser

Calculator

Other useful items include:

Geometry set

Highlighters



Colouring pens

# Mobile Phones/Smart Watches

We are a **distraction-free school** — learning comes first.

**Our Expectations**

- Mobile phones must be switched off and kept in bags during the school day
- Smartwatches and other electronic devices are not allowed
- Phones must not be seen or heard at any time on site (including between lessons)

**If a Phone is Seen or Used**

- 1st time – Phone is confiscated and returned at the end of the day
- Repeated misuse – Parents/carers will be asked to collect the phone from school
- Further action may include loss of privileges

**Why This Matters**

- Helps maintain focus, respect, and safety
- Reduces bullying and misuse of social media
- Encourages healthy habits and real-world interaction

# Attendance expectations

At Torpoint Community College, we expect all students to have an attendance figure of above 95%.

**Why Attendance is Important?**

- Every lesson missed is a learning opportunity lost
- Good attendance = better outcomes in school, work and life
- Attendance is a legal responsibility and a safeguarding priority

**What Parents Need to Do?**

Ensure your child attends school every day, on time

Call the school before 9:00am to report an absence: absence@torpoint.cornwall.sch.uk
☎ 01752 812511 ext 200

**Avoid term-time holidays — they will not be authorised unless in exceptional circumstances**

# Behaviour and Expectations

**Our Core Values:**

- Respect – for staff, peers, and the college environment
- Prepare – be punctual, wear the correct uniform, and bring the right equipment
- Focus – work hard, minimise distractions, and take responsibility for learning

**We Expect Students to:**

- Follow staff instructions first time, every time
- Move calmly and purposefully around the site
- Arrive on time and be in the right place at the right time
- Use mobile phones and smart devices only as permitted
- Always show kindness and consideration

We use a consistent system of rewards and sanctions, supported by regular communication with families, to help students make positive choices.

# Behaviour and Expectations

We teach behaviour so that every student can learn, feel safe, and succeed — and when you make a mistake, we'll help you make it right

Within classroom setting

Student behaviour does not meet expectations

Verbal correction

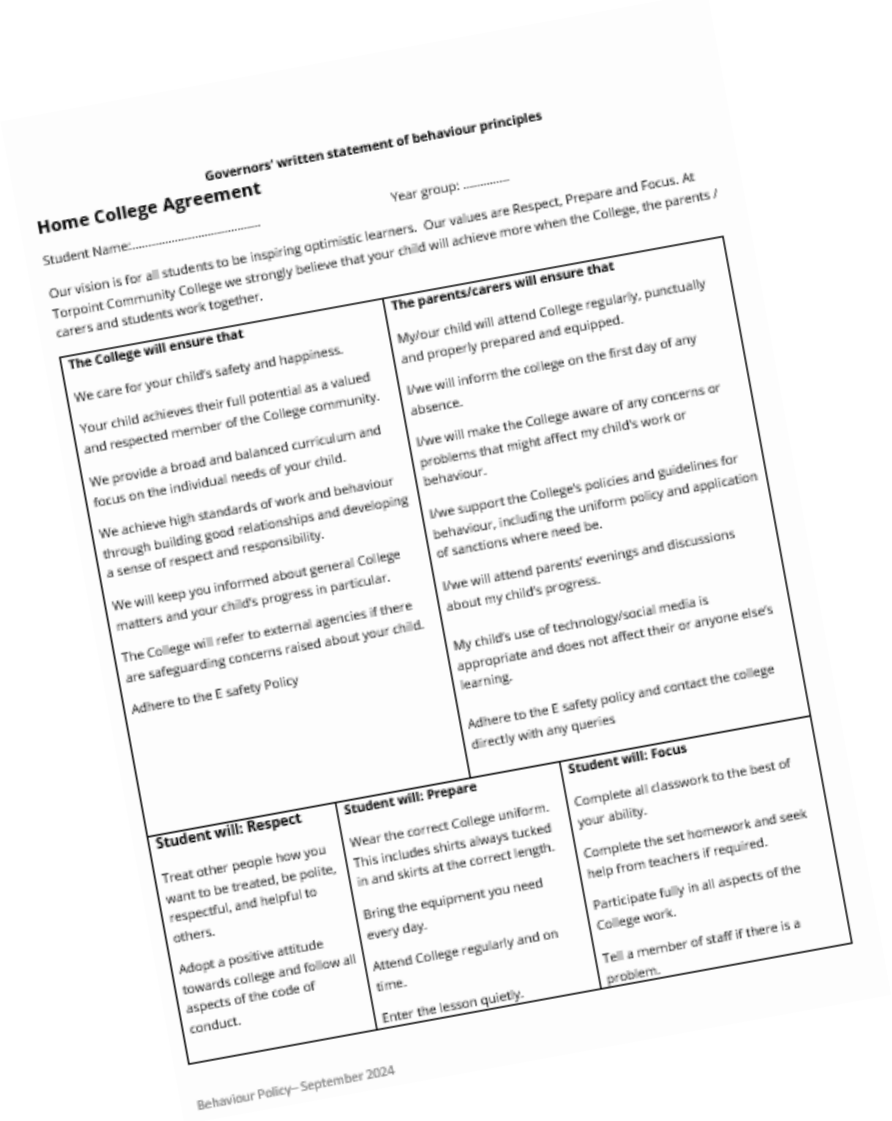
Verbal Warning

Teacher lunchtime detention

Parked
CLOL ACD detention

CLT detention/Reflection/Suspension

# Behaviour and Expectations



**Governors' written statement of behaviour principles**

**Home College Agreement**

Student Name:..... Year group: .....

Our vision is for all students to be inspiring optimistic learners. Our values are Respect, Prepare and Focus. At Torpoint Community College we strongly believe that your child will achieve more when the College, the parents / carers and students work together.

| The College will ensure that | The parents/carers will ensure that |
|---|---|
| We care for your child's safety and happiness.<br>Your child achieves their full potential as a valued and respected member of the College community.<br>We provide a broad and balanced curriculum and focus on the individual needs of your child.<br>We achieve high standards of work and behaviour through building good relationships and developing a sense of respect and responsibility.<br>We will keep you informed about general College matters and your child's progress in particular.<br>The College will refer to external agencies if there are safeguarding concerns raised about your child.<br>Adhere to the E safety Policy | My/our child will attend College regularly, punctually and properly prepared and equipped.<br>I/we will inform the college on the first day of any absence.<br>I/we will make the College aware of any concerns or problems that might affect my child's work or behaviour.<br>I/we support the College's policies and guidelines for behaviour, including the uniform policy and application of sanctions where need be.<br>I/we will attend parents' evenings and discussions about my child's progress.<br>My child's use of technology/social media is appropriate and does not affect their or anyone else's learning.<br>Adhere to the E safety policy and contact the college directly with any queries |

| Student will: Respect | Student will: Prepare | Student will: Focus |
|---|---|---|
| Treat other people how you want to be treated, be polite, respectful, and helpful to others.<br>Adopt a positive attitude towards college and follow all aspects of the code of conduct. | Wear the correct College uniform. This includes shirts always tucked in and skirts at the correct length.<br>Bring the equipment you need every day.<br>Attend College regularly and on time.<br>Enter the lesson quietly. | Complete all classwork to the best of your ability.<br>Complete the set homework and seek help from teachers if required.<br>Participate fully in all aspects of the College work.<br>Tell a member of staff if there is a problem. |

Behaviour Policy– September 2024

We ask **all parents/carers and students to read and sign this agreement** as part of joining the College community.

It's a simple but powerful way to start our partnership on the same page.

# Transport to college

Transport to college is provided by Cornwall County Council and Plymouth City Bus.

If a student's conduct is poor on the bus they are likely to have their right to travel withdrawn.

It will then be responsibility of parents/carers to make their own transport arrangements.

The full guide can be found on the Cornwall council website.

Information Classification: CONTROLLED

## Code of good practice for pupils – Bus/ rail transport

Please note: you should be well behaved at all times.
If you have a free pass you should regard this as a privilege. If you misbehave or cause damage on a bus/ train you are likely to have your right to travel withdrawn. It will then be your parents' responsibility to make their own arrangements to ensure you get to school

### Before your journey:

- Your parents should accompany you, as necessary to and from the bus/rail stop and ensure you are there in good time (at least 5 minutes before the scheduled pick-up/departure time)
- Wait in an orderly manner away from the road/track. When your bus/train has stopped to pick you up, board one at a time without pushing
- Always have your bus/train pass ready to show the driver/conductor. You could be refused travel or asked to pay a fare if you don't have one
- If your bus/train is late, wait at the stop for 30 minutes before contacting your parents, school or bus/train operator. Replacement buses should arrive within 30 minutes. If necessary you may need to catch the next scheduled bus/train.

### During your journey, remember to:

**Have respect for yourself**

- Find a seat as soon as possible and remain seated, facing forward, wearing your seatbelt (where fitted) AT ALL TIMES
- Put your bags and equipment in the luggage rack or under your seat

**Have respect for others**

- Do not bully others, shout or use abusive or offensive language
- Do not distract the driver whilst they are driving

**Take responsibility for your actions**

- Do not eat, drink or smoke on the bus/ train
- Do not throw objects around or do anything which could damage to any part of the bus/ train. Your parents may be charged for any damage you have caused
- Do not operate doors under any circumstances, or ring the bell unless you want the bus/ train to stop
- CTV cameras are in use and drivers are instructed to report bad behaviour

### Finally:

- Always follow the driver's/ conductor's instructions, especially in the event of an emergency or breakdown and report anything that concerns you to your school, parent or Student Travel department of Cornwall Council.
- Don't forget…You are a representative of your school and are expected to treat your transport with consideration and other passengers with courtesy
- If you move address please contact Student Travel as below – please do not use the wrong pass for the bus you are boarding. The driver is entitled to refuse travel to unauthorised passengers.

### After your journey:

- Remain seated until the bus/ train has come to a complete stop
- Take all your belongings with you (including litter!)
- Get off the bus/ train in an orderly manner, and cross the road after the bus/ train has moved off and it is clear.

CORNWALL COUNCIL
one and all · ceans hag all

Student Travel:
Email: studenttravel@cornwall.gov.uk
Call: 0300 1234 222

www.cornwall.gov.uk

# Rewards system

**What's New?**

- A student-led, updated rewards strategy focused on consistency, fairness, and recognising effort.
- Merit Points for meeting expectations (e.g. diligence, politeness, kindness).
- Distinction Points for going above and beyond — with a written explanation shared with home

**Why We Made These Changes**

- Responding to student feedback about fairness and visibility
- Reinforcing our school values and setting clear behaviour norms
- Helping all students feel seen, valued, and motivated

**Celebrations & Competitions**

- Weekly, termly and personalised commendations from Heads of Year
- CLT and the Headteacher
- Point challenges with year group rewards like Mufti Days
- Points and progress are now be visible to students via Satchel One

**Parents: Stay Connected**

•Download the Satchel One app to track your child's achievements

•Watch for weekly updates in newsletters and Facebook

•Celebrate your child's effort and progress with them at home

# Communication with families

Effective communication between the school and families is crucial.

We encourage you to stay informed and involved by regularly checking our website, reading our newsletters and using the apps we have in place to share key information about your child.

satchel: one

# SIMs Parent App

SIMS Parent App will allow you to access the following information:

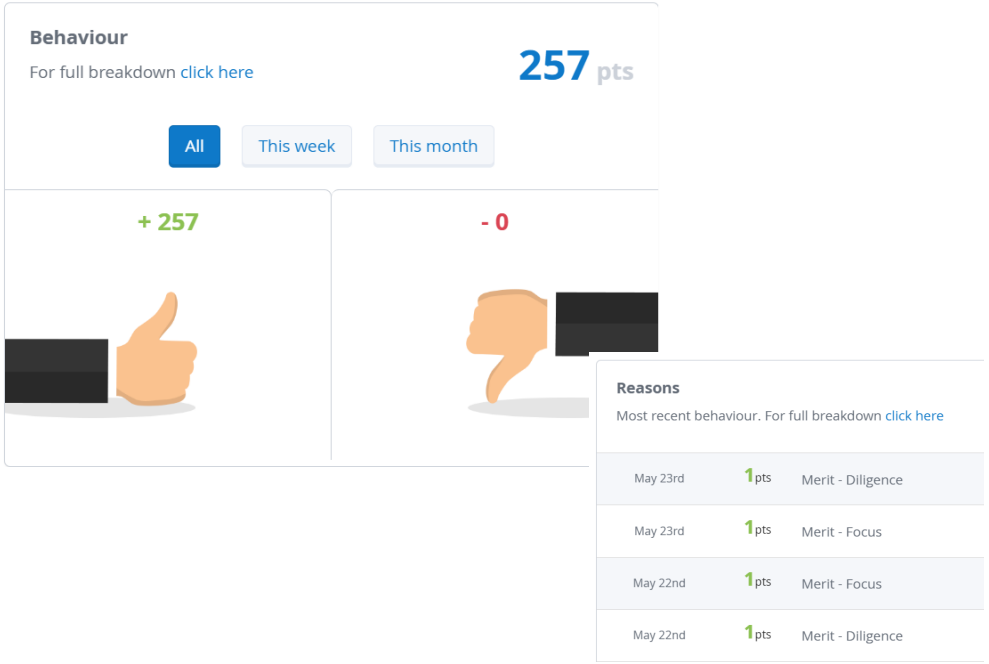
- **Student attendance data**
- **Student behaviour points**
- **View progress and full academic reports**
- **Students timetable**
- **College notices**

If you have any problems accessing this app, please contact our ICT Team who will be able to assist.

# Satchel One

Satchel One will give you an oversight of:

- **Homework tasks**
- **Student  merit points**
- **Students timetable**
- **Student attendance data**




If you have any problems accessing this app, please contact our ICT Team who will be able to assist.

# ParentPay

ParentPay is our secure online payment system for parents and carers. It allows you to pay for school items quickly and safely, without needing to send your child to school with cash. (Note: we are a cashless school so ParentPay activation is essential.)

What Can You Pay For?

- **School meals**
- **Trips and visits**
- **Revision guides and equipment**
- **Clubs and enrichment activities**

If you have any problems accessing ParentPay, please contact our Finance Team who will be able to assist.

# Activities Week 2026- It’s Back!

This is a fantastic opportunity for students to experience new challenges, develop skills, and make lasting memories outside the classroom.

**Booklets coming soon**

- At the start of term, all students will receive an Activities Week booklet
- The booklet will outline a wide range of packages for students to choose from
- Activities cover different interests and price ranges to suit all families

**Residential trips**

Residential packages for 2026 have already been filled

Year 7 students will have the opportunity to sign up for these exciting trips next year (2027) – so stay tuned!

# Key Dates

Year 7 start of term: **Tuesday 9th September 2025**

Year 7 Academic Progress Feedback - December/March/July.

Year 7 full academic report: June 9th 2026

Year 7 Parents' Evening: February 12th 2026

Activities week 2026: 15th- 19th June 2026

Term dates are published on the college website.

# First Day of Term

The first day of term is dedicated entirely to **Year 7 students** – a calm and supportive start to help everyone settle in.

**Tuesday 9th September 2025**

- A chance to meet their form tutor and tutor group
- Guided tour of the College
- Team-building activities to make new friends
- Receive timetables and key information for the year ahead

Students should arrive in full school uniform and enter via the main reception entrance where staff will be ready to greet and guide them.