



Entry Pack
2020-2021

INFORMATION DOCUMENTS

Home Copy for you to keep



COMBERTON VILLAGE COLLEGE

INFORMATION PACK

Please complete the online registration pack sent to you via CombertonPost as soon as possible. Any queries, please contact our Admissions Officer, Mrs Glass on admissions@combertonvc.org

INFORMATION PACK CONTENTS

Home School Agreement
Code of Conduct
School Bus Code of Conduct
Attendance
Student Acceptable ICT Use Policy
Personal Mobile Device, Student Acceptable Use Rules
Lockers and Cashless catering
School Trips and other Off-site Activities
School Term dates
School Uniform Summary
School Uniform: Ordering Instructions

HOME SCHOOL AGREEMENT

Our Home-School Agreement has been produced in consultation with parents and Governors. We are required by the Secretary of State under Section 111(1) of the School Standards and Framework Act 1998 to implement a Home-School Agreement. We believe that Comberton's Home-School Agreement expresses the spirit of co-operation which exists between the College, parents/carers and pupils. We have always relied on strong partnerships, and this document is an attempt to reinforce our shared commitment to the highest standards of education and to the values and expectations in our Code of Conduct a copy of which is below.

We would be grateful if you would read through this information booklet with your son/daughter and discuss the implications of each document. If in future you need to refer to either of these documents, please consult the school website.

CODE OF CONDUCT

At Comberton, we aim for all pupils to achieve their full potential. The following points are the expectations the school has of pupils and pupils have of each other. Following this code means staff and pupils can work together and all can participate positively and effectively in school life.

All members of the college should be considerate of those around them, become involved in school life and aim to achieve their full potential.

Expectations of pupils to consider others:

- Speak respectfully and calmly to all people at school; teachers, support staff, pupils and visitors
- Speak respectfully and calmly to all people you encounter when on school trips or when representing the school
- Respond promptly to instructions given by adults
- Respect the property of other people
- Respect the school building and school property
- Do not drop litter; pick it up when asked to
- Behave sensibly when moving around the school, respecting the safety and well-being of others
- Behave appropriately when travelling to and from school
- Wear the correct uniform for school
- Behave appropriately in lessons

Expectations of pupils to achieve their potential:

- Complete all classwork to the best ability
- Listen carefully, and contribute constructively in class
- Complete independent pieces of work to the highest standard, whether in school or at home
- Present work well, with thought and care
- Hand in all work and projects by the set deadline
- Have all the correct equipment and books needed to work effectively in class
- Arrive on time at the start of the school day and for all lessons and meetings

USE OF SCHOOL TRANSPORT

Parents of children using school transport are asked to discuss with them the importance of correct behaviour on the buses. The drivers must be allowed to drive safely without distraction; each bus has a team of pupil bus leaders who help to keep order and whose instructions must be obeyed. The leaders wear badges and younger pupils should not hesitate to seek their help if they have any concerns. Many buses operate CCTV – complaints about poor behaviour on the buses are always followed up at school and the 'ladder' of bus sanctions is applied. Please ensure that your child is familiar with the Code of Conduct below, as drawn up by the School Council.

For more information on the services available please see the travel page on the CVC website <https://www.combertonvc.org/parent-and-student-information/transport>

SCHOOL BUS CODE OF CONDUCT

- Wait safely at your bus stop
- You may travel only on the bus for which you hold a pass; the pass must be shown every journey
- Remain seated throughout your journey
- Wear seatbelts where provided
- Keep personal music personal
- Never throw anything
- Obey the instructions of the bus driver and prefects

BUS JOURNEY SANCTIONS

Stage	Sanction
1	Formal written warning in diary
2	Letter home and Senior Leadership Group detention
3	Letter home and a Principal detention
4	Letter home, a Principal detention and fixed-term loss of bus pass
5	Letter home, a Principal detention and longer fixed-term loss of bus pass
6	Permanent withdrawal of bus pass

This sanction ladder is applied flexibly. A pupil may be given repeated sanctions at a certain level, or move directly to a high level, according to the misbehaviour and at the discretion of CVC staff.

ATTENDANCE

Your child's progress at school will be maximised if it can be ensured that he or she attends punctually for every session. We understand that pupils will sometimes be unable to attend due to illness: in this case, please notify us by 8.30 am on each morning of the absence, by phone or by email attendance@combertonvc.org. Please avoid making routine appointments in school time whenever possible. When notified that a pupil is absent through illness or other unavoidable situations, the school will mark the absence as authorised on the pupil's records. In line with Government guidelines, the College is not able to authorise absence during term time for family holidays except under exceptional circumstances.

AFTER SCHOOL HOURS

We cannot be responsible for the safety of our students on site after school hours unless participating in an afterschool activity. Our Library is used by Sixth Formers and other students for revision and personal study. It is open Monday-Friday until 4pm and computers may only be used for schoolwork.

STUDENT ACCEPTABLE USE POLICY

The college has the responsibility of providing you with safe, reliable and useful ICT resources (network, internet, email and Go4S access) that will help you make the most of your learning opportunities. You have a right to these resources. However, with this right, come the following responsibilities;

By reading and signing this acceptable use policy (signature required in the registration pack);

- I will take responsibility for my own use of all ICT making sure that I use technology **safely, responsibly** and **legally**.
- I will take personal responsibility for my own **e-safety** e.g. when online, I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher. I will report anything that makes me feel uncomfortable or unhappy.
- I will not **take or distribute** images or recordings of anyone with or without their permission when at college or involved in any college activities.
- I will use email responsibly and always be **polite and respectful**. I will only use email, blogs or other messaging methods that are approved by the college and when permitted by a member of staff. I will never use ICT for bullying or harassing others or in a way that will bring the college into disrepute.
- I will **not download** or install any software or files on college's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.
- If I use a USB drive (memory stick) in college to **store or transfer files** I will make sure it has been anti-virus checked and I have permission from a member of staff to use it.
- I will not intentionally gain access to **unsuitable or illegal sites** nor try to use any programs that allow me to bypass any **filtering/security systems**. I will not access any video broadcasting or social media sites unless given permission to do so. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.
- I will only access the college computer systems (network, Internet, email and Moodle) using **my own login and password**, which I will keep secret. I realise that if I access files that are not my own it could be seen as hacking.
- I will ensure that my work does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc.) I use. I will not use the college ICT systems to copy other people's work and pass it off as my own (plagiarism).
- I will use college ICT equipment with care and tell my teacher of any **damage** which occurs as soon as possible.
- I will only use my **personal mobile devices** (mobile phones / iPads etc) in college if I have permission. I understand that, if I do, I will follow the rules set out in this agreement, in the same way as if I was using college equipment. *These rules are clarified in the PMD policy.*
- I will use **network resources responsibly**
 - I will think and then preview before I print
 - I will regularly review my files and delete them when no longer needed
 - I will only store college-related files and images on the college network
 - I will only use the ICT equipment for college related work unless I have permission from an appropriate member of staff

I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).

I understand that the College may check my computer files, will monitor the Internet sites that I visit and my emails. If I do not follow these guidelines the Acceptable Use Policy will be enforced and serious consequences will follow. This may include loss of access to the college network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

PERSONAL MOBILE DEVICES (PMD): STUDENT ACCEPTABLE USE RULES

PMDs include mobile phones, tablets, iPods and any other web-enabled devices (PSPs etc).

For pupils who bring PMDs into the college:

My responsibility

I understand:

- that the use of PMDs is covered by the school's student **Acceptable Use of ICT Policy** which I have signed.
- that I am responsible for any PMD I bring to school and the school accepts no liability for the loss, theft or damage of my device.
- that all of these rules also apply during school trips, residential or extra-curricular activities.
- that I may not use a PMD to record anything that occurs within the school grounds without permission. This includes recording visually (photos) and audio (sound or video).
- that I am not allowed to store inappropriate images, video or sounds on my PMD.
- that I should use a password or pin number to stop other people using my PMD.

Contact with home

I understand:

- that if I need to contact my parents or carers, I will do so on a school phone, not my own device.
- that my parents or carers can only contact me during the school day through the school office.
- that I am not permitted to use a PMD to send messages, texts or take or receive telephone calls whilst on the school premises without permission from a member of staff.

PMDs and headphones

I understand:

- that I will only be allowed to use my PMD during lessons or formal school time when given permission from a member of staff.
- that at all other times in lessons or inside the school building my PMD must be switched off and kept out of sight.
- that, unless permission is given by a member of staff, headphones are not allowed to be worn inside the school building and must be kept out of sight.

Consequences

I understand:

- that if I break the rules on PMDs, my device will be confiscated and will be held in a secure place in the school. In most cases I will be allowed to collect the PMD at the end of the college day.
- that I must hand over any PMD if asked to by a member of staff.

LOCKERS AND CASHLESS CATERING PAYMENTS

WISEPAY– ONLINE PAYMENTS

Comberton Village College uses WisePay, an online payment system for parents. WisePay is used in many schools and parents can make their payments online 24 hours a day, 7 days a week. Parents can make payments for school trips, school meals and various other items. This means that parents do not have to remember to write cheques or give their children cash to take in to school. Furthermore, WisePay helps parents to view their accounts online where it is easy to track payments that have been made.

An email will be sent to parents which will give a unique username and password which will enable access to your WisePay account. Once this has been sent, you will be able to pay for Lockers and Cashless Catering (see below for details).

Should you prefer not to pay by WisePay, cheques can be posted into the cheque post box which is located outside the Finance Office. Please write your child's name, tutor group and reason for the payment on the back of the cheque. Alternatively, cheques can be posted to the school address c/o Finance Department

Payments in excess of £20 should be paid either by WisePay or cheque so that students are not carrying around large amounts of cash. All cheques should be made payable to The CAM Academy Trust

LOCKERS

All pupils at CVC have the opportunity to rent a locker for the five years that they spend with us. They provide a secure place for pupils to leave their possessions and are placed in, or near, the year group's social area. The payment for a locker should not exceed £35 and should be made in full and not on a year by year basis.

CASHLESS CATERING

The College operates a cashless catering system. Each pupil is issued with their own unique account card. When the card is placed on a card reader at the 'till' in the canteen, a display shows the pupil's name, tutor group and account balance. Money can be paid into the account by three methods:

- By our online payment system, WisePay. You will be sent details of how to register for this.
- By cash into one of the cash units located in the school hall and foyer. These accept £20, £10, £5 notes and £2, £1, 50p, 20p and 10p coins. Simple instructions are on the cash units. *(This system is not encouraged and parents are asked to use online credits)*

Pupils entitled to FSM will automatically be allocated the amount for the free meal at lunchtime each day.

COMBERTONPOST

We communicate with parents electronically through CombertonPost using the email addresses from the registration form (Priority Contacts 1 and 2). It is therefore essential that if you change your email address (and/or any other contact information) that you inform the school immediately.

GO 4 SCHOOLS

The College uses a system called GO 4 Schools to assign homework and track pupil progress. Pupils and parents have access to GO 4 Schools either through a website or a mobile app. Pupils will create their account as part of their introductory computer science lessons. Parents' accounts will be set up using the email addresses from the registration form (Priority Contacts 1 and 2). Further information about how parents can access their account will be communicated in September.

The system allows pupils and parents to:

- View their timetable
- View and keep track of their homework tasks
- Collect academic reports
- View up-to-date information following assessments
- View behaviour logs

The behaviour log information is directly linked to our Positive Behaviour policy and therefore stores information relating to both rewards and sanctions for your child.

SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Students' learning at Comberton Village College is greatly enhanced through a range of activities that take place **during the school day** but outside of the classroom. This could be a Maths lesson involving work on the school field, participating in a football tournament at a different location or working with younger children at a local primary school. Parents and carers will be informed of these activities at the beginning of each academic year and through the weekly Student Bulletin on the school website.

Students are also encouraged to participate in sporting activities that take place off-site and **out of school hours**. Due to the extensive range of sporting activities it is not possible to inform you of these on an individual basis and you should refer to the Student Bulletin for this information. In the unlikely event that your child is involved in an accident while participating in these activities staff will access your emergency contact details on the school database. Therefore, please ensure you email datachanges@combertonvc.org to inform the school office if these details change. By returning the form in the registration pack you are consenting to your child participating in sports fixtures and activities that are offsite and go beyond normal school hours for the duration of their time here at Comberton Village College.

Please note that the following trips and activities are **not** covered by this form and you will be asked for your consent prior to your son or daughter's participation.

- Trips which incur a financial cost
- Trips which extend well beyond the normal school day.
- Trips which include adventurous activities
- All residential trips
- All international trips

School Term & Holiday Dates 2020-2021

Please note only certain pupils are expected in college on Study Extension Days.

Autumn Term 2020	
3 rd September	Autumn Term opens for Year 7 students Induction day for Yr 12
4 th September	Autumn Term opens for Years 7 to 11 students
8 th October	School closed - Training Day (Open Evening)
26 th -30 th October	Half Term
30 th November	Training Day – school closed
17 th December	Autumn Term Closes
18 th December	Study Extension Day
Spring Term 2021	
4 th January	Training Day
5 th January	Spring Term Opens
15 th -19 th February	Half Term
26 th March	Spring Term Closes
Summer Term 2021	
12 th April	Training Day
13 th April	Summer Term Opens
3 rd May	May Day
31 st May – 4 th June	Half Term
20 th July	Summer Term Closes
21 st July	Study Extension Day

SCHOOL UNIFORM INFORMATION

The school has established a uniform summary (below) which should help parents of new students to be aware of our expectations. Our uniform is supplied by two online companies -**Essential Schoolwear** and **School Uniform Specialists**. See our website <https://www.combertonvc.org/parent-and-student-information/uniform> for details of how to order.

Each supplier also provides a 'pop-up' shop service which will be held in the Performance Hall in Comberton Sports and Arts.

The dates below are provisional due to Covid-19. Confirmation of these dates will be advised nearer the time when government guidelines are known.

Monday 6 July 4-7pm, Yr 6 only (School Uniform Specialist)
Thursday 9 July 5-8pm Yr 6 only, (Essential Schoolwear)
Thursday 6 August 4-7pm whole school (ES)
Wednesday 19 August 11-2pm whole school (SUS)
Tuesday 25 August 4-7pm whole school (ES)

We would recommend that you either attend one of the events to purchase the uniform or complete orders for uniform shortly after receiving this booklet in order for a delivery to be made before your child's agreed start date at Comberton Village College. It is important that they are in full school uniform on their first day.

SCHOOL UNIFORM SUMMARY

The uniform summary listed below demonstrates the school expectations of its pupils. Sanctions will be imposed on students who do not conform to our expectations.

Shirts:	College polo shirt. <i>Any garment worn under the polo shirt must not be visible whether the shirt is worn buttoned or unbuttoned.</i>
Sweatshirts:	College sweatshirt. The college fleece can be worn over the college sweatshirt
Trousers:	As sold by our supplier.
Skirts:	As sold by our supplier and should finish at the knee. These can be worn with plain, neutral coloured tights or socks which must be either grey, black or white in colour.
Shoes:	These should be flat and all black with no logos or symbols. They should be of a traditional style and suitable for movement around a large, busy school. They must be able to be securely fastened and worn accordingly. Backless sandals, mules, raised heels or boots are not acceptable.
Shorts:	As sold by our supplier. They must be worn with plain socks and can be either grey, black or white.
Socks:	These should be ankle length, plain (no logo) and in black, white or grey. These may be worn with tights provided they are plain (no logo) and match the colour of the tights so are either black or neutral.
Tights:	If worn these should be black or neutral and unpatterned. Leggings or footless tights are not acceptable.
Jewellery:	The only jewellery allowed is one small, plain stud in each pierced ear. Nose studs and other facial piercings are not acceptable. All jewellery and piercings must be completely removed for PE. Earrings cannot be taped for PE. Please ensure that new piercing is only done at the beginning of the summer holiday and not done within the academic year.
Hairstyles:	Extreme haircuts as judged by the college are not acceptable. <i>Shaven heads or any haircut which involves the shaving of lines or symbols, extreme coloration or particularly noticeable variations in colour or length will almost certainly be judged as extreme.</i>
Makeup:	Any make-up which is obvious and noticeable is not acceptable. Eyeliner, eye shadow, nail-varnish and false nails are not acceptable.
Coats:	Any outside coat should be plain and appropriate. Coats can only be worn over the college sweatshirt and not instead of it. The school fleece is the only outer-garment that may be worn in the classroom.
Apron:	An apron will be required for the food and nutrition curriculum only.

Comberton Village College PE Department Kit Policy.

Students must **bring their PE kit to every PE lesson**. In the event that a student is unwell or injured, they should arrive with full PE kit and a note from their parent or carer. Staff will then support students in maintaining an active role within the lessons which considers the injury or illness which the student is suffering from. The CVC kit that students are required to wear is as follows:

PE kit compulsory items for both boys and girls

Navy CVC shorts

Sky blue CVC polo shirt

Blue hockey socks

Additional footwear that are not their current school shoes – they should be suitable for the sport.

Leggings are not permitted

PE kit compulsory for boys

Blue and gold CVC rugby top

Optional items for boys and girls

These are not compulsory items, but those worn should have the CVC logo. Alternatives are not allowed.

Navy blue CVC hoody

Navy blue CVC tracksuit bottoms

Navy blue CVC baselayer leggings

Baselayer top

Optional item for girls

Navy blue CVC skort

Due to the nature of the activities in this subject, all students **should have a separate pair of trainers** which are in addition to their school shoes, pumps such as 'Vans' or 'Converse' are not adequate for PE and students should not be wearing their school shoes for PE.

There may be some activities where students require specialist equipment. Students should wear studded boots when participating in games on the school field, such as football and rugby. We strongly recommend that students wear mouth guards when participating in rugby and hockey and that shin pads are essential when performing in football and hockey.

Students are permitted to wear a small pair of studs in their ears while at school. **However, please be aware that all jewellery must be removed for PE lessons. This includes all piercings, plastic or metal and friendship bands.** These items represent a potential hazard, not only to the wearer but also to other children. The Association for Physical Education Safe Practice confirms that any jewellery worn in Physical Education lessons is an unnecessary risk and should be avoided at all times. Serious accidents have occurred as a result of contact between pupils wearing earrings or studs with other pupils or equipment. **Taping over earrings is no longer a sufficient practice as it does not effectively prevent injury, particularly impact injuries.** With this in mind, we expect that students considering any piercings in the near future undertake them at the beginning of the summer break and not during the school year. It is not acceptable to wear piercings to school that cannot be removed.

Thank you for your help and support with this policy. This will enable all students to have their PE lessons in a fun, enjoyable and safe environment.

Kind regards

Michael Wilce - Head of PE at Comberton Village