



HELSTON COMMUNITY COLLEGE PARENTS' GUIDE 2022/23

The purpose of this quick reference guide is to help you when your child is at Helston Community College. Please keep this handy, and use it on a daily basis to help you get familiar with the College. If you cannot find the information that you are looking for in this quick and easy guide, please look on the College website:

www.helston.cornwall.sch.uk

College Term Dates 2022-2023 Academic Year

September 2022

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022

M	T	W	T	F	S	S
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24	25	26	27	28	29	30
31						

November 2022

M	T	W	T	F	S	S
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28	29	30				

December 2022

M	T	W	T	F	S	S
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26	27	28	29	30	31	

January 2023

M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28					

March 2023

M	T	W	T	F	S	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

April 2023

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2023

M	T	W	T	F	S	S
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29	30	31				

June 2023

M	T	W	T	F	S	S
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12	13	14	15	16	17	18
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26	27	28	29	30		

July 2023

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

INSET day (school closed to students)

Blue Week Days

School Holidays

Yellow Week Days

Public Holidays

Weekends

AUTUMN TERM (68 days)

07 September - 16 December 2022

(HALF TERM 24-28 October 2022)

STAFF INSETS 05 & 06 September 2022

SPRING TERM (57 days)

04 January - 31 March 2023

(HALF TERM 13-17 February 2023)

STAFF INSET 03 January 2023

STAFF INSET 04 January 2023

SUMMER TERM (63 days)

17 April - 21 July 2023

(HALF TERM 29 May - 2 June 2023)

FLORA DAY – 05 May 2023 (School Closed)

STAFF INSETS 24 & 25 July 2023

Timing of the College day

8.45am – 9.10am	Registration and Tutor Period
9.10am – 9.15am	Changeover
9.15am – 10.30am	Period 1
10.30am – 10.45am	Break
10.45am – 12.00pm	Period 2
12.00pm – 12.05pm	Changeover
12.05pm – 1.20pm	Period 3
1.20pm – 2.00pm	Lunch
2.00pm – 3.15pm	Period 4

DATES FOR YOUR DIARY

2022

Wednesday 21 September	HPV vaccinations (Y8 and some Y9-11) Y11 Parent Teacher Consultation 4.30pm – 7.00pm
Thursday 22 September	Y12 Parent Information Evening 6.00pm-7.00pm
Wednesday 28 September	Community Open Evening 5.00pm – 8.00pm
Friday 30 September	Year 7 Disco
Thursday 6 October	Sixth Form Open Evening
Wednesday 14 October	Sixth Form Taster Day
Monday 17 October	Parent Engagement Evening – Mental Health
Tuesday 18 October	Y7 Parent Information Evening – Meet the Tutor
Thursday 20 October	College Photos – Years 7 to 11
Thursday 22-26 October	Iceland Trip
Tuesday 1 November	Y11 Parent Forum
Monday 7 November	Parent Engagement Evening – Y10 and Y11 Revision
Tuesday 15 November	Y7 Parent Forum
21 November – 2 December	Y11 Mock Exams
Wednesday 7 December	Y10 Parent Teacher Consultation
Thursday 15 December	Y11 Mock results day

2023

Tuesday 10 January	Parent Engagement Evening – Behaviour
Thursday 12 January	Y9 Parent Teacher Consultation
Wednesday 18 January	Y11 Parent Teacher Consultation
Monday 23 January	Y8 Parent Forum
Wednesday 25 January	Y7 Parent Teacher Consultation
Thursday 2 February	Y9 Options Evening
Tuesday 7 February	Parent Engagement Evening – On-line Safety
20-24 February	Y13 Mocks
Thursday 23 February	Y8 Parent Teacher Consultation
Friday 3 March	Y10 Parent Forum
6-10 March	Y11 & Sixth Form Food Practical Exams
Tuesday 7 March	Parent Engagement Evening - Attendance
Wednesday 22 March	Sixth Form Parent Teacher Consultation
1-8 April	Y10-13 Ski Trip
Wednesday 26 April	Y9 Parent Forum
Friday 5 May	Flora Day (School Closed)
8 May – 30 June	GCSE/A Level Exams
25-30 May	Y7-10 Plougasnan/Paris Trip
12-30 June	Y10 Assessments/Mock exams
26-28 June	Y6 Transition
27-28 June	Y6 Transition Evenings
Tuesday 4 July	Mullion Y10 Taster Day
Wednesday 5 July	Sports Day
Thursday 6 July	Reserve Sports Day
17-21 July	Y10 & Y12 Work Experience

ATTENDANCE

If a student is absent from school, a parent/carers must inform the school as soon as possible on the day of the absence, by contacting the Attendance Manager on (01326 575016). If a student is absent for more than one day, the Attendance Manager must be contacted on each day of the absence.

Every effort should be made to arrange appointments outside of school hours. Where students need to attend medical appointments in school hours, please organise them for the afternoon to reduce impact on lessons and notify the Attendance Manager prior to the appointment. If attending the appointment requires students to leave school during the day, they must sign out at Reception and sign back in when they return.

Headteachers are no longer permitted to authorise holidays in term time. Headteachers are able to authorise a "Leave of absence" in exceptional circumstances only. Parents/carers requesting to take their child out of College during term time must complete an application form. Each request is carefully considered and a decision made to authorise the absence or not. Unauthorised absences may result in a penalty notice being issued to parents.

The impact of missing school on students' achievements is well documented. **Students with attendance below 95% make less progress and achieve lower GCSE grades on average than those with high attendance.** Therefore, students with low attendance will be monitored closely by the Attendance Manager and our Education Welfare Officer. Letters will be sent home to raise any concerns and, where required, Attendance Concern Meetings will be held to try and resolve any issues.

0 days off school in a year 0 lessons missed	100%	Perfect attendance
2 days off school in a year 10 lessons missed	99%	Excellent attendance
5 days off school in a year 25 lessons missed	97%	Good attendance
10 days off school in a year 50 lessons missed	95%	Slightly below average attendance
14 days off school in a year 70 lessons missed	93%	Poor attendance
20 days off school in a year 100 lessons missed	90%	Very poor attendance

PUNCTUALITY

Punctuality to School

The first lesson of the day (Tutor Period) starts at 08:45 hrs, so we expect students on-site by 08:40 hrs at the latest. If students are late, their parents will be informed through the Class Charts app and the students will receive a detention during lunch that day. Parent meetings will be held for students who are regularly late to school.

Punctuality to Lessons

If a student is late to class with no good reason, they will be issued with a behaviour point. Persistent lateness to class will result in a detention and contact home.

BEHAVIOUR

We believe that all our students have a right to learn without disruption and our teachers have the right to teach lessons without being interrupted. In order to protect valuable learning time and ensure students stay focused in the classroom, we have a strong approach to managing behaviour.

The College will:

- Reward students who demonstrate a positive attitude to learning.
- Ensure that students understand what behaviour is acceptable.
- Encourage students to take responsibility for their actions.
- Ensure staff are able to deliver purposeful and effective lessons.

We expect all members of our community to be PROUD, ENGAGED, READY, KIND and SAFE (PERKS). This includes when students may be out of school, but identifiable as a member of the HCC community. We believe that these encompass the key behaviours that allow students to be happy and successful, both in school and in later life.

Students will be awarded Praise Points for demonstrating the behaviours above. These points link to our rewards system – as students accumulate Praise Points, we will recognise this in a number of ways, including assemblies, contact with parents/carers, Student of the Week and our Awards' Evening.

If students do not demonstrate the PERKS behaviours, they will be issued with a negative behaviour point. This may result in a sanction, as well as support to help the student understand what has gone wrong and how to avoid this in the future.

Within lessons, if a student is not engaged with the learning, staff will use a 'Warn, Move, Remove' approach, in order that other students are able to learn without disruption. Again, staff will work with the student concerned to support their behaviour for learning.

As well as behaving positively in and out of class, we expect students to arrive on time, be fully equipped and dress smartly in the correct uniform. Those who don't meet these expectations will be given chances, but after 5 warnings they will receive a detention, i.e. 5 x shirt untucked = detention; 3 x late to class = detention etc.

For more information please see our Behaviour Policy on the College website.

Class Charts

Class Charts is an app we use to inform parents/carers when their child receives a praise point, a behaviour point or if they have been issued a detention. Class Charts enables you to monitor and track your child's behaviour (positive and negative) over time. Through the app you can also access your child(ren)'s timetable and homework. In September, we will provide you with a log in specific to your child(ren)'s account.



CONTACTING THE COLLEGE

Success at College is achieved through strong relationships between students, parents/carers and teachers. If you have any issues which you would like to discuss, please contact Reception who will direct you to the most appropriate person. Most queries will be dealt with through:

- Pastoral Support Assistants, Tutors and Directors of Key Stages
- Heads of Faculty for academic or subject-specific issues
- The Designated Safeguarding Lead, or Deputy DSL for any safeguarding concerns

Useful Contact Details	
Position	Contact
Headteacher- Mr A Lingard	Ms S Phillips PA to Headteacher
All phone enquiries - North Site Reception	01326 572685
Attendance Manager	01326 575016
Designated Safeguarding Lead - Mr A Oates	01326 572685
SENCO - Mr E McFadden	01326 572685
Operational SENCO – Mrs C Bloor	01326 572685
Year 7 Enquiries – Ms A Cann	01326 572685
Accounts Department	01326 575028
HCC Canteen Catering Team	01326 572685
County Transport	0300 1234 222
Free School Meals	01872 324411

Please be aware, that in general, our staff will reply to emails during office hours. We will aim to respond to both emails and phone calls within 48 hours. Parents and carers are reminded to keep emails both factual and polite.

Pastoral Support	
Position	Contact
Director of Key Stage 3	Mr T Richardson
Director of Key Stage 4	Mrs S Barnes
Director of Key Stage 5	Mr D Gillman
Y7 Pastoral Support Assistant	Mrs J Marsh
Y8 Pastoral Support Assistant	Mrs A Dyer
Y9 Pastoral Support Assistant	Miss K Breasley
Y10 Pastoral Support Assistant	Mrs S Asbridge
Y11 Pastoral Support Assistant	Mrs L Cameron
P16 Student Welfare Officer	Mrs N Williams

Heads of Faculty	
English	Mrs P Renyard
Maths	Mrs J Hart
Science	Mr J Hitchcock
Humanities	Mr K Trevithick
Creative Arts	Mrs E Stevenson
Physical Education	Miss K Treloar
Technology & Enterprise	Mrs L Hocking

PARENTPAY

ParentPay is an online payment service for parents/carers. It enables a secure system for paying for all College activities. You can pay for nearly everything, ranging from your child's music lessons and College trips, to after-school clubs.

When using ParentPay for your child's College meals, it is important that your child has enough money in their ParentPay account to allow them to purchase their provisions. Pre-loading your account and keeping a regular eye on what your child is spending is vital. Please do not leave it until the account runs out, as there may be a slight delay in the system. This is very quick and easy to do online; it takes just seconds to view your details.

If you have any queries regarding ParentPay, or need your log-in details, you should contact the Accounts Office (01326 575028).

ONLINE "COLLEGE SHOP"

The online "College Shop" can be found on our website under the Parent tab, or via this link: [Helston Community College Shop \(parentpay.com\)](https://parentpay.com).

Parents/Students can purchase, art books, revision guides, curriculum books, course sundries, uniform, old PE kit (8-13 only), exam reviews etc. All items purchased through the "College Shop" are payable with a credit or debit card (not a ParentPay account).

COLLEGE EQUIPMENT

What should students bring to the College every day?

It is important that all students turn up with their own equipment and stationery. A student missing equipment not only hinders them from completing the work, it can disrupt the lesson for others. As a bare minimum, we expect every student to have a pencil case containing a black pen, a green pen, a pencil, a ruler, a pencil sharpener and an eraser. We also recommend that they bring in a reading book.

Every Lesson	Maths and Science	IT and Languages	PE	Food Technology
Black pen Pencil Eraser Sharpener Ruler Glue stick Yellow highlighter Green highlighter Green pen for making corrections and improving work Calculator*	Protractor Compass	Headphones Dictionary (Spanish or French)	Games kit and suitable footwear for the activity; trainers or football boots	Ingredients or money as required. Large container for the dish being made. <u>Practical Subjects</u> Students with long hair will also need a hair band when doing practicals in Science and Technology.

*Not all calculators work the same way. We recommend these models to use in your Maths and Science lessons: **CASIO FX-83GTX** or **CASIO FX-85GTX**

COLLEGE UNIFORM

Helston Community College has a Uniform Policy which was developed in consultation with parents/carers, students, staff and governors. The policy is designed to reflect the high standards that the College wishes to promote for its students. The policy is based in the belief that a College uniform gives a student a sense of pride in the College, and makes a student feel part of the community, as well as reflecting a positive appearance. When students wear the College uniform they feel equal to their peers. The uniform has been designed with health and safety in mind.

In line with our Co-operative values, and in order to keep uniform affordable, most of the uniform is available from high street shops. The College stocks badges, ties and blazers. Any parents/carers who wish to purchase these items should contact the College reception on 01326 572685 and ask to speak to Mrs K Macfarlane – this will enable a convenient time to be arranged to try on several blazers to ensure a good fit.

We ask all parents/carers who send their children to our College for their support in ensuring that their children are correctly dressed when arriving at College so that they are ready for their daily schoolwork. Parents/carers should ensure that their child has the correct uniform, and that it is clean and in good repair.

Uniform consists of:

- HCC navy blue school blazer with a cloth
- College badge.
- HCC clip-on tie.
- Light blue shirt (white for Years 10 & 11).
- Black trousers (these should fall freely from the knee and not cling to the lower leg. Jeans or cargo style are not permitted);
- OR a black tailored skirt (tube style skirts are not permitted);
- OR black tailored shorts (cargo or sport style are not permitted).
- Navy blue v-neck jumper (optional).
- Black socks (no logos or markings) OR tights.
- Plain black shoes (not suede and if laced, with black laces). (no logos or markings).

PE Kit

- HCC rugby shirt (robust material for contact sports); OR a HCC polo shirt.
- Navy blue football socks.
- Navy blue shorts; OR navy blue skort; OR navy blue or black leggings
- Trainers and football/rugby boots.
- Towel.
- Swimming shorts or costume.

Optional Extras:

- HCC navy blue hoody or plain crew neck navy blue sweatshirt. No labels or markings.
- Navy blue or white base-layer.
- Navy blue tracksuit bottoms. No labels or markings.

A document with a visual of the required College Uniform can be found on our website

The College PE Kit can be ordered online from Whirlwind Sports: <https://www.whirlwindsports.com/schools/helston-community-college>. Once there, click on 'School Shop' on the navigation bar, then click 'Schools' on the left side, then select Helston Community College.

JEWELLERY

Piercings

Students are allowed one pair of stud earrings, non-hooped.

Students are allowed one nose stud, but not a nose ring.

No other jewellery is allowed.

All jewellery must be removed for PE lessons or clubs.

Makeup

Students are allowed to wear facial makeup but it must be subtle. Anyone wearing very bold makeup will be asked to remove it. Nail varnish is not allowed and false nails are not permitted to be worn to school.

Hair styles

Students are allowed hair styles that are reasonable. There should be no obvious hair dye, designs shaved into the hair, or closely shaved heads.

STUDENT PROGRESS

Student progress will be monitored across all subjects through two progress reports and a Parent Teacher Consultation Evening.

Progress reports will be made available to parents and carers via email. Print-outs will be produced for parents and carers who do not have internet access. If printed copies are required, please inform your child's PSA or contact the College Reception.

ASSESSMENTS

In addition to end of topic tests, and ongoing formative assessments, each year group will have two key assessments per year, and these may use a variety of forms of assessment depending on the subject. Teachers will look for misconceptions in the marking of these assessments and feedback the key information to accelerate student learning in each subject to parents via the progress reports.

GCSEs

The revised GCSEs, which were first introduced in 2016 and 2017, are more demanding than the previous qualifications.

All assessment takes place at the end of two years. The new 9 -1 grading system replaces the A*-G grades, as indicated in the diagram.

The new GCSE grades

How the proportions achieving each grade in the current grading structure are expected to align with the proportions achieving each grade in the new GCSE grading structure

New grading structure									
9	8	7	6	5	4	3	2	1	U
A*	A		B	C		D	E	F	G

Current grading structure

A and above = same proportion of students as 7 and above

B-C = same proportion of students as 4-6

The bottom of grade 1 will be aligned with the bottom of grade G

SUPPORTING STUDENTS

Special Educational Needs and Difficulties

The College provides students with the support that they need to access the curriculum and make progress. When a student is not making the progress expected, they will be supported, in the first instance, by the class teachers. If this support does not help the student catch up, further support or intervention will be put in place.

If a child is receiving additional support in Year 6, the primary school will liaise with the College to ensure that individual needs are understood and, where necessary, support is put in place for the start of Year 7.

If you wish to find out more, you will find the SEND College Offer, SEND Policy and the SEND Information Report on our website. These are reviewed/updated annually and outlines the support that is available for students at the College in more detail.

Social and Emotional Difficulties

The College takes great pride in the quality of care and support provided in the belief that it underpins happiness, fulfilment and academic achievement. The pastoral team work with students to ensure that a wide range of needs are met as and when they arise, to enable students to be safe, secure and happy.

The pastoral team are led by the Senior Assistant Headteacher, Mr Oates. Together, they have an overview of each child in the year group and co-ordinate any support required. They are the key point of contact for any problems being experienced, and work with a range of non-teaching pastoral support workers, the Attendance Manager and our own dedicated Health Champions. They also work with a wide range of agencies from outside the College who offer more specialised support.

To report a concern, in the first instance, please contact the Pastoral Support Assistant for your child's year group.

Military families and student support

If you are a member of the Armed Forces or have been so within the last six years, we can offer additional support to you and your child. This is to support families with the deployment cycle and will ensure students have someone to talk to in the College. We have a designated member of staff for families to communicate with and links to a military youth worker, who can support all Armed Forces families.

We hold regular meetings, where a member of the Military Family Support team is present. We will ensure that any external support is communicated with you on a regular basis.

Our designated member of staff is Mrs Melany Mugford, Assistant Headteacher.

Email: mmugford@helston.Cornwall.sch.Uk

If you have any questions about our military family support please feel to contact us.

SAFEGUARDING

There is a fully trained Safeguarding team led by Mr Andrew Oates, overseen by the Vice Chair of Governors, Mr Chris Webb. The College has a duty of care for all students, and there may be occasions when contact to Children's Social Care and other agencies is made to support students. The College will endeavour, whenever possible, to speak to you in order to work together to provide the support that your child needs. If you have any safeguarding concerns, please contact the Designated Safeguarding Lead, Mr Andrew Oates on 01326 572685.

HOMEWORK

We believe that homework is an important part of the academic life of a child and is proven to have a positive impact on progress in secondary schools. Establishing a positive study habit at home is vital in helping students towards their academic goals and success in the direction they choose. It is important that parents and carers support their children and the College in this regard. Homework tasks vary, and may take many different forms. These may be completed over a variety of different timescales. It is accepted that there will be peaks and troughs in the amount of work set, and that the student is expected to acquire the skills necessary to cope with the deadlines as they arise.

The purpose of homework is to encourage students to memorise and build the core knowledge required for each subject, and / or practice the skills they will need in order to be successful. Research shows that students have increased success in complex tasks (e.g. challenging exam questions, problem solving etc.) when they have a detailed knowledge of a subject's content and the skills required to apply this knowledge.

In Key Stage 4, homework is an essential element of your child's journey towards GCSE and other examinations, and is a stepping-stone for success in Post 16 courses and/or training. Homework tasks are designed to support and embed the learning in a variety of ways. These can be broken down into four broad categories:

- To prepare for learning, e.g. read an article to introduce a topic before the lesson
- To practise or reinforce what has been taught in a lesson, e.g. to do some questions similar to those done in class or to revise for a test
- To use and apply knowledge or information that has been covered in a lesson, e.g. to write an essay where you apply what has been learned to a different or broader question
- To demonstrate learning through coursework or extended projects that supplement the examinable components of courses (particularly in practical subjects).

Starting this academic year, homework is set using Class Charts. Parents are encouraged to download the Class Charts app so that they too can view the homework and keep an eye on what has been set and when it is due in.

Students who fail to hand in their homework on time, without good reason, will be issued with a lunchtime detention.

Homework support for students is available through Homework Club, which runs Monday to Friday in the Library on North Site.

ENRICHMENT ACTIVITIES

A range of extra-curricular and enrichment activities go on throughout the year at the College.

There is something for everyone.

Students are invited to join these activities once term has started. The students are given information about when, where and who will run the club through their Tutor Groups and Assemblies.

The library is open after school every day and homework club runs every day.

Sample Programme

Monday: Netball Training, Boys Rugby Training, Muga Football, Duke of Edinburgh Award.

Tuesday: LGBT+, Football League, Duke of Edinburgh, Muga Football, CANSAT Club, AstroPi Club, Post 16 Panto, Podcasting, GCSE Fine Art or Creative Graphics, Gender Fluid Fashion Design, Netball Training, Badminton.

Wednesday: Dodgeball, Sports Club, Muga Football, Boxercise, Girls Football, Fitness Club, GCSE Fine Art or Creative Graphics, Geography in the News Club

Thursday: Sports Club, Muga Football, GCSE Fine Art or Creative Graphics, Gender Fluid Fashion Design, Netball and Rugby Fixtures

Friday: Badminton, Muga Football, Magistrates Mock Trials:

SPORTS CLUBS AND FIXTURES

We offer an extensive sports programme at the College. A timetable for all sports clubs is issued for tutors to share with the students. There are two timetables produced, an Autumn/Winter clubs list and a Summer clubs list. After-school clubs start at 3.15pm and finish at 4.30pm. League fixtures are played regularly on Thursdays after school, comprising of both home and away games. During the year, there are many other competitions for a variety of physical activities that we enter - students and parents/carers will be informed of times and dates.

For any sports clubs and fixtures queries, please contact Mr M Woolcock: mwoolcock@helston.cornwall.sch.uk.



INSTRUMENTAL AND VOCAL TUITION

Instrumental tuition and vocal tuition are open to all. These can be arranged through the Music Department. Please contact Mr C King to discuss any queries that you may have.

email: musicadmin@helston.cornwall.sch.uk

LOST PROPERTY

We recommend all students have **name labels** in their clothing and that items of significant personal or financial value are not brought into school. However, if your child does lose something then all lost property can be found in Reception. Students can go to Reception at break or lunchtime to look through the items which are there. Any items not claimed after six weeks, will be stored for school use or donated to charity. In addition, at certain times of the year parents and carers will be invited to the College to purchase second hand uniform for a small donation to our School Charity.

PARENT-TEACHER CONSULTATION EVENINGS

Parent-teacher consultation evenings allow parents/carers to meet with their child's teachers to find out how they are progressing in each of their subjects. The evenings run from 16:30 - 19:00 hrs. The College uses the online platform, School Cloud to enable parents/carers to book the consultation meetings. During the meetings were conducted online, but the College has returned to hosting the meetings in person, on site at the College. Instructions regarding how to access the School Cloud booking platform will accompany the invites throughout the academic year.