

Aspiration · Ambition · Achievement



# HELSTON COMMUNITY COLLEGE

## PARENTS' GUIDE 2021/22

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](http://www.helston.cornwall.sch.uk)



Southerly Point  
Co-operative  
Multi-Academy Trust

### Our Values

**Self Help, Self-responsibility, Equity, Equality, Democracy, Solidarity,  
Social-responsibility, Honesty, Openness, Caring for others**

## College Term Dates 2021-2022 Academic Year

### September 2021

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 2021

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

### November 2021

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					

### December 2021

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		

### January 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
31						

### February 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						

### March 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	31			

### April 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	

### May 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	31					

### June 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			

### July 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	31

### August 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	31				

INSET day (school closed to students)

Blue Week Days



School Holidays



Yellow Week Days



Public Holidays



Weekends



AUTUMN TERM (67 days)  
07 September - 16 December 2021  
(HALF TERM 25-29 October 2021)  
**STAFF INSETS (06 September & 01 November)**

SPRING TERM (63 days)  
05 January - 08 April 2022  
(HALF TERM 21-25 February 2022)  
**STAFF INSET (04 January)**

SUMMER TERM (59 days)  
25 April - 22 July 2022  
(HALF TERM 30 May - 3 June 2022)  
**STAFF INSETS (25 & 26 July)**

### Timing of the College day

8.30am	Students arrive in College
8.45am-9.05am	Registration and Tutor Period
9.10am-10.25am	Period 1
10.25am-10.40am	Break
10.40am-11.55am	Period 2
11.55am-12.00pm	Changeover
12.00pm-1.15pm	Period 3
1.15pm-1.50pm	Lunch
1.55pm-3.10pm	Period 4
3.15pm	Enrichment / Intervention Activities

## ATTENDANCE

If a student is absent from school, a parent/carer 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.

Where students need to attend medical appointments in school hours, please 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. Every effort should be made to arrange appointments outside of school hours.

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.

## REWARDS SYSTEM

We believe that recognising success is an important part of learning, and the College uses a number of reward systems to acknowledge achievement. Students are awarded an Attitude to Learning (ATL) grade every lesson. These grades are analysed on a weekly basis and are shared with parents/carers through reports.

Students with consistently high ATL grades are recognised through praise from staff, as well as through postcards home. Students are also given physical rewards, such as 'skip the queue' lunch passes, participation in fun activities, rewards trips, vouchers to spend and more. We work with our students to ensure that our rewards system has value to them and are always looking to develop it further.

## READY TO LEARN

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.

At Helston Community College we used a behaviour management programme called Ready to Learn (RTL).

The Ready to Learn programme will:

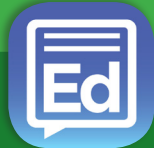
- > Reward students who demonstrate a positive attitude to learning.
- > Ensure that students understand what behaviour is acceptable.
- > Encourage students to take responsibility for their actions.
- > Ensure staff are able to deliver purposeful and effective lessons.
- > Promote our Co-operative Values.

Ready to Learn Rules are based on four rules which we expect all students to adhere to:

- > Follow instructions promptly.
- > Remain on task.
- > Listen when others are speaking.
- > Speak appropriately, with polite and respectful language.

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

## 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, Directors of Key Stages
- > Heads of Faculty for academic or subject-specific issues
- > The Designated Safeguarding Lead for any safeguarding concerns

### Useful Contact Details

Position and Name of Staff	Contact
Headteacher- Mr W Jenkins	Ms S Phillips- PA to Mr W Jenkins
All phone enquiries - North Site Reception	01326 572685
Attendance Manager - Miss M Morris	01326 575016
Designated Safeguarding Lead - Mr A Oates	01326 572685
SENCO - Mr E McFadden	01326 572685
Year 7 Enquiries - Miss A Cann	01326 572685
Accounts Department	01326 575028
HCC Canteen Catering Team	01326 572685
County Transport	0300 1234 222
Free School Meals	01872 3244 11

### Pastoral Support

Position	Contact
Director of Key Stage 3	Mr T Richardson
Director of Key Stage 4	Mrs S Barnes
Co-Directors of Key Stage 5	Mr D Gillman & Mr M Porter
Y7 Pastoral Support Assistant	Mrs A Dyer
Y8 Pastoral Support Assistant	Mrs S Soan
Y9 Pastoral Support Assistant	Mrs S Asbridge
Y10 Pastoral Support Assistant	Mrs L Cameron
Y11 Pastoral Support Assistant	Mrs J Marsh
P16 Pastoral Support Assistant	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

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.



The College has an app, called MYEd, which is available from the app store or Google Play. Once downloaded, this will allow parents and carers to quickly view information about key dates, such as term dates, INSET days and Parent Teacher Consultation evenings. It allows parents and carers to view their child's timetable, as well as additional College information such as the Parent Handbook and College policies. It also has links the College website, Parent Pay and the termly progress reports provided by the College.

There is also a messaging service which allows the College and parents and carers to communicate for free. This can be used to send information regarding attendance.

## COLLEGE EQUIPMENT

What students should bring to the College every day.

It is important that all students turn up with their own equipment and stationery. As a bare minimum, we recommend a pencil case containing a black, blue and green pen, pencil, ruler, pencil sharpener and eraser and a reading book.

Years 7, 8 and 9 will also need their Knowledge Organiser & Homework Book on a daily basis.

In addition, students should also have their own calculator and it would be helpful if students have a glue stick and set of highlighters.

All students will need to remember their PE Kit on PE days.

## 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 for the PSA attached to their child's year group – 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 school 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 OR tights.
- Plain black shoes (not suede and if laced, with black laces. No labels 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

[www.a-game-co.uk](http://www.a-game-co.uk). Click on 'School Shop' on the navigation bar, then click 'Schools' on the left side, then select Helston Community College.



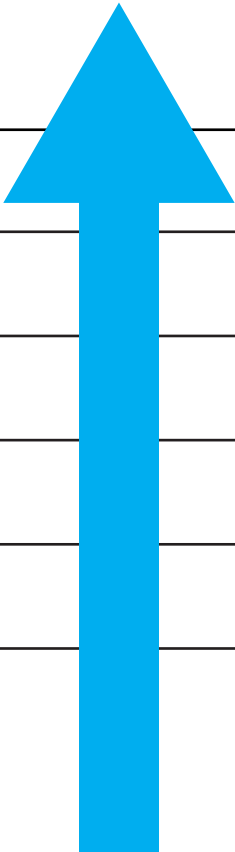
## STUDENT REPORTS

Student progress will be monitored across all subjects through termly progress reports.

These will be made available to parents and carers through the MYEd app and 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

## KS3 ASSESSMENTS

Summative, end-of-topic assessments will take place throughout the year and take a variety of forms, depending on the subject. KS3 assessments will be graded using the following scale: Mastered, Extended, Secure, Approaching, Developing, and Beginning. Student progress is tracked across all subjects studied, and class teachers will provide a summative grade as part of the progress summary report.



Assessment outcome	Description	Potential future GCSE outcome
Mastered	Demonstrated a comprehensive understanding of all concepts and skills in a unit of work.	7 to 9
Extended	Grasped the main concepts and skills in a unit of work and can apply to new contexts.	6 to 8
Secure	Has a secure understanding of the main concepts and skills when applied to familiar contexts.	4 to 6
Approaching	Grasped most of the main concepts and skills in a unit of work, and is approaching 'Secure'.	3 to 5
Developing	Grasped some of the main ideas and skills in a unit of work, others require development.	2 to 4
Beginning	Beginning to grasp some of the main ideas and skills in a unit of work.	1 to 3

## NEW GCSEs

The new 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. Prior attainment and assessment outcomes at KS3 can be used as a rough guide to potential future GCSE outcomes.

### 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	U	

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 Inclusion Manager. 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 Champion. 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.

## **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.

With the exception of English and Maths, KS3 homework is primarily based around the knowledge organisers. The purpose of these tasks is to encourage students to memorise and build the core knowledge required for each subject. 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).

## ENRICHMENT ACTIVITIES

### Sample Programme

**Monday:** Rock School, Surf club, Duke of Edinburgh Award, Junior Choir, Digital Leaders, KS3 English, and Music Band.

**Tuesday:** Debate club, Art workshops, Biology club, Rock School, Active Plus, History Film club, Geography club.

**Wednesday:** Science club, Jazz II, Ju-Jitsu.

**Thursday:** Connect club, Jazz I, Helston Youth Dance, Science drop-in clinic, Fitness.

**Friday:** Senior Choir, Badminton, Fitness.

The programme of enrichment activities is updated at the start of each term.

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

There is something for everyone - ranging from Fashion Academy to Ju-Jitsu.

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 (except Friday).



## 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  
email: [mwoolcock@helston.cornwall.sch.uk](mailto: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](mailto:musicadmin@helston.cornwall.sch.uk)

## 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 don't 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).