



HELSTON COMMUNITY COLLEGE

PARENT GUIDE 2024 – 2025

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 or contact our main Reception on enquiries@helston.tpacademytrust.org.

COLLEGE TERM DATES 2024-2025

September 2024

M	T	W	T	F	S	S
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						

^Years 7, 10 and 12 Start

*Years 8, 9, 11 and 13 Start

October 2024

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 2024

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 2024

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 2025

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 2025

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 2025

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 2025

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 2025

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 2025

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 2025

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 2025

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	

Inset Days (College closed to students)

Blue Week Days (Week A)

School Holidays

Yellow Week Days (Week B)

Public Holidays

Weekends

Timing of the College Day

8.45am – 9.05am	Registration - Tutor Period 1
9.05am – 9.10am	Changeover
9.10am – 10.20am	Period 1
10.20am – 10.35am	Break
10.35am – 11.45am	Period 2
11.45am – 11.50am	Changeover
11.50am – 1.00pm	Period 3
1.00pm – 1.40pm	Lunch
1.40pm – 2.00pm	Numeracy/Literacy - Tutor Period 2
2.00pm – 2.05pm	Changeover
2.05pm – 3.15pm	Period 4

AUTUMN TERM: (72 days)

4 Sept 2024 – 20 Dec 2024

(HALF TERM: 28 Oct 2024 – 1 Nov 2024)
INSET DAYS: 2 and 3 Sept 2024 and
4 Nov 2024

SPRING TERM: (58 days)

8 Jan 2025 – 4 April 2025

(HALF TERM: 17 Feb 2025 – 21 Feb 2025)
INSET DAYS: 6 and 7 Jan 2025

SUMMER TERM: (57 days)

22 April 2025– 18 July 2025

Flora Day 8 May

(HALF TERM: 26 May 2025 – 30 May 2025)
INSET DAYS: 21, 22 and 23 July 2025

DATES FOR YOUR DIARY – 2024	
Year 11 Parent Information Evening	9 September 5.00pm – 6.00pm
Year 8 Parent Information Evening	10 September 5.00pm – 6.00pm
Year 9 Parent Information Evening	11 September 5.00pm – 6.00pm
Year 10 Parent Information evening	12 September 5.00pm – 6.00pm
Year 7 Parent Information Evening	16 September 5.00pm – 6.00pm
Year 12 Parent Information Evening	18 September 5.00pm – 6.00pm
Year 11 Parent/Teacher Consultations	19 September 4.30pm start
Community Open Evening (North Site)	25 September 5.00 – 7.30pm
Post 16 Parent/Teacher Consultations	17 September 4.30pm start
Year 7 Disco	TBC
Year 10 Assessments	Start on 5 November
Post 16 Assessments	Start on 5 November
Year 11 Mocks	Start on 18 November
Year 9 Assessments	Start on 25 November
Duke of Edinburgh Celebration Event	TBC
Post 16 Open Evening	4 December 6.00pm start
Year 11 Helston Community College Taster Day	17 December
Post 16 Reading day	TBC
DATES FOR YOUR DIARY – 2025	
Year 11 Mock Results	8 January (AM)
Year 8 Assessments	Start on 8 January
Year 11 Interviews	Start on 9 January
Year 7 Assessments	Start on 20 January
Year 11 Parent/Teacher Consultations	14 January 4.30pm start
UCAS Deadline	29 January
Year 9 Parent/Teacher Consultations	29 January 4.30pm start
Post 16 Apprenticeship Fair	30 January
Year 9 Options Evening	6 February
Years 11, 12 and 13 Apprenticeship Expo	TBC
Year 8 Parent/Teacher Consultations	11 February 4.30pm start
Post 16 Mocks	Start on 24 February
Year 11 Second Mocks for Core Subjects	Start on 24 February
Year 7 Parent/Teacher Consultations	5 March 4.30pm start
Year 11 Food NEA 2 (Practical Exams)	Start on 10 March
College Production	12 – 14 March
Year 10 Assessments	Start 17 March
Post 16 Parent/Teacher Consultations	3 April 4.30pm start
Year 8 and 9 Assessments	Start on 22 April
Year 7 Assessments	Start on 28 April
Year 10 Parent/Teacher Consultations	29 April 4.30pm start
Exams Start (Year 11 and Post 16)	Start on 6 May
Year 10 and Year 12 Mocks	Start on 16 June
Year 13 Celebration Evening	25 June
Year 13 Leavers Day	25 June
Contingency Day for GCSE and A-Level Exams	25 June
Post 16 Summer Ball	26 June
Year 11 End of Key Stage 4 Day	26 June
Year 11 Prom	4 July
Celebration Evening	9 July
Sports Day	TBC
Years 7, 8 and 9 Activities Week	14 – 18 July
Years 10 and 12 Work Experience	14 – 18 July

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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 (“PSA”), Tutors, Heads of Year and the Head of Post 16
- Heads of Faculty for academic or subject-specific issues
- The Designated Safeguarding Lead 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 – Mrs A Weir	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	01326 572685
Accounts Department	01326 575028
HCC Canteen Catering Team	01326 572685
County Transport	0300 1234 222
Free School Meals	01872 324295

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
Head of Year 7	Mr J Dudley
Year 7 PSA	Miss K Breasley
Head of Year 8	Mrs S Barnes
Year 8 PSA	Miss A Batchelor
Head of Year 9	Mr J Lovelock
Year 9 PSA	Mrs J Marsh
Head of Year 10	Miss E Hawkey
Year 10 PSA	Mrs A Dyer
Head of Year 11	Mr T Richardson
Year 11 PSA	Mrs L Cameron
Head of Post 16	Dr Kieran Ryan
P16 Student Welfare Officer	Mrs J Howe

Heads of Faculty	
English	Mrs P Renyard
Maths	Mrs J Hart
Science	Mr J Hitchcock
Humanities	Mr K Trevithick
Creative Arts	Mrs E Stevenson
Technology & Enterprise	Mrs L Hocking
PE	Miss K Treloar
Modern Foreign Languages	Mrs E Martin

To contact staff via email, please use the following format:
 First initial, then surname followed by @helston.tpacademytrust.org
 So, the email address of Mr T Smith would be: tsmith@helston.tpacademytrust.org

ATTENDANCE

WHAT TO DO IF YOUR CHILD IS ABSENT

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.

MEDICAL APPOINTMENTS

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.

WHAT HAPPENS IF ATTENDANCE IS A CONCERN?

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. We are committed to ensuring our students are not disadvantaged by poor school attendance and in particular as a result of health related absence. Therefore, we are robust in our process which will require parents to work with us and provide medical information and evidence in relation to any frequent health related absence, so that we can ensure we provide access to education that is in line with your child's health needs.

FIXED PENALTY NOTICES

Please note that from September 2024, the DfE have made a change to the criteria for issuing a Fixed Penalty Notice. The new national threshold will be 10 sessions (5 days) of unauthorised absence in a 10 week rolling period. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

TERM TIME HOLIDAYS

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.

0 day 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 1 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%	Attendance this low is referred to as Persistent Absence

PUNCTUALITY

Punctuality to School - The first lesson of the day (Tutor Period) starts at 8:45am, so we expect students on-site by 8:40am 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 (3 times or more) will result in a detention and contact home. We make allowances for new students, such as Year 7, until they are familiar with the College site.

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 with a focus on 'praising the positive'.

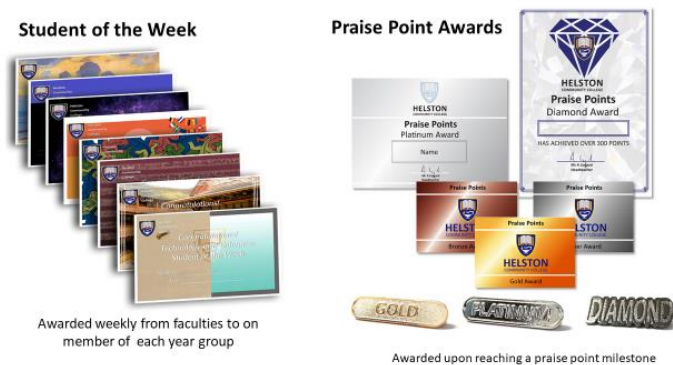
We expect all members of our community to be **PROUD, ENGAGED, READY, KIND** and **SAFE** (sometimes referred to as the 'PERKS'). This includes when students may be out of school, but identifiable as a member of the HCC community. We believe that these encompass the key behaviours that allow students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

We expect students to be:	This includes...
PROUD	<ul style="list-style-type: none">• Wearing the correct College uniform at all times (including to and from College, or if representing the College).• Taking an active part in the wider life of the College making the most of all the additional opportunities.• Refraining from behaving in a way that brings the College into disrepute, including when outside College or online.• Treating the College buildings and College property with respect.
ENGAGED	<ul style="list-style-type: none">• Actively participating in learning.• Being proactive in all aspects of learning.• Attempting all tasks to the best of their ability.• During lessons (inc. Tutor Period and Assemblies), giving the speaker their full attention.• Refraining from behaving in a way that disrupts the learning of others.
READY	<ul style="list-style-type: none">• Attending College regularly.• Attending all lessons punctually.• Bringing the required equipment/kit to all lessons.• Completing all homework by the deadline set.
KIND	<ul style="list-style-type: none">• Showing respect to members of staff, each other and members of the community.• Reporting concerns regarding self or others.• Demonstrating good manners and community spirit.• Being polite at all times.
SAFE	<ul style="list-style-type: none">• Behaving in an orderly and self-controlled way.• Reporting any concerns for the wellbeing of self or others.• Reporting any potential risks to a member of staff.• Accepting sanctions when given.• Adhering to all rules regarding movement around the College site.

Once a parent/carer has been advised that there is a place for their child at the school an Enrolment Form is sent out to the parent/carer for completion. Please see our College website, Admissions page: [Admissions - Enrolment Form](#). By signing the Enrolment Form, parents/carers and students are confirming their commitment to the Home-School Agreement.

PRAISE POINTS

Students will be awarded Praise Points for demonstrating positive behaviours. These points link to our rewards system – as students accumulate Praise Points, we will recognise this in a number of ways, including assemblies, postcards home, badges and certificates. We also recognise effort and achievement through our Student of the Week and Student of the Month awards.



If students do not demonstrate these positive 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 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.

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.



As well as using the app, you can access Class Charts through the following link: [Access student details \(classcharts.com\)](https://classcharts.com)

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 or by email: aoates@helston.tpacademytrust.org

TOP TIPS FOR HOME

Our top five tips for supporting your child at school are:

1. Ensure your child gets enough sleep. Teenagers need a minimum of 9 hours of sleep so, if they need to get up at 7.00am, they must be asleep (not just in their rooms) by 10.00pm. To help with sleep, it is advised that students remove themselves from screens for 1 hour before bedtime.
2. Start the day with a good breakfast. Please don't let your child go to the shop on the way to College to buy sweets, biscuits or energy drinks.
3. Getting your child to read regularly makes a huge difference to their success. They will have better comprehension, better vocabulary and greater knowledge if they read, even if just little and often. A good routine helps, e.g. stop watching TV/playing on Xbox/being on their phone at 8.30pm, get ready for bed, read for 30 minutes, go to sleep. It doesn't necessarily matter what they read as long as it is something that interests them and is age appropriate.
4. Be as supportive as you can be with homework, but do not do it for them. Praise their effort and help them to organise themselves by planning when to do homework and ensuring they have a quiet place to work. Like with bedtime and reading, a good routine really helps. Some students prefer to get homework done as soon as they get home; others like a break first and prefer to do it after tea.
5. Taking an interest in your child's schooling shows them that you care and promotes the message that education is important. However, talking to your son/daughter about school can sometimes be like getting blood out of a stone! Try asking them if they received any feedback from their teachers or to tell you three things that happened during the day. Have their timetables to hand so you know what lessons took place or what teachers they had. By being specific with your questions, conversations can sometimes open up.

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. Students in Years 7 to 9 also must have a reading book with them every day.

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* Fully charged iPad and charger	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.

In line with our values, and in order to keep uniform affordable, most of the uniform is available from high street shops. The College stocks badges, ties, blazers and jumpers. 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 or jumpers 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 an embroidered College badge AND/OR HCC Navy blue v-neck jumper with an embroidered 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).
Black socks (no logos or markings) OR tights (no white sock are permitted)
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 skirt; 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



School Uniform

Helston Community College ("HCC") garments can be purchased direct from the College.



**AND/
OR**



AND



HCC Navy blue school blazer
(with embroidered logo badge)

The HCC blazer can be worn instead of a HCC jumper or with a HCC jumper.

HCC Jumper
(with embroidered logo badge)

The HCC jumper can be worn instead of a HCC blazer or with a HCC blazer.

HCC Clip-on tie

All other garments below can be purchased from any retailer provided they are in line with the descriptions below.



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; jean or cargo style not permitted)



Black tailored skirt
(tube style skirts are not permitted)



Tailored shorts
(cargo or sport style not permitted)



Plain black shoes
(if laced must be black laces, no logos or markings)



PE Kit

The official kit supplier of Helston Community College ("HCC") is Whirlwind Sports.

For more information please visit <https://www.whirlwindsports.com/schools/helston-community-college>

All non-HCC garments can be purchased from any retailer provided they are in line with the descriptions below.

All students will require



HCC Outdoor Top
(Robust material for contact sports)

OR



HCC T-Shirt

+



Navy blue Socks



Navy blue shorts

OR



Navy blue 'skort'

OR



Navy blue or black leggings

Optional Items



HCC Zip Top



Navy blue or white baselayer



Navy blue tracksuit bottoms

Additional Requirements
Towel
Swimming shorts or costume

Recommended
Shin pads
Gum shield

Footwear

Trainers +



*Studs (moulded)

OR



*Blades or boots with metal or metal tipped studs

OR



*Plastic studs / screw in (screw in less than 13mm)

**When using the 3G pitch students must wear any one of the above footwear described.*

JEWELLERY including 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 and will be confiscated if seen.

All jewellery must be removed for PE lessons or clubs.

Any new piercings must be arranged for early in the summer holidays to prevent students not being able to remove jewellery when required.

MAKE UP

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 and false eyelashes are not permitted.

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.

MOBILE PHONES

Phones and devices can offer a huge range of opportunities; however, we recognise that students need careful support to avoid distraction and potential risk from inappropriate use. Mobile phones can be brought to school at the student's own risk, but must not be seen, used or heard on site **in lessons or at social times**, unless authorised by a member of staff. Phones will be confiscated if they are seen, heard or used without permission. Confiscated phones are then stored securely and returned at the end of the day.

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 afterschool 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, exam reviews etc. All items purchased through the "College Shop" are payable with a credit or debit card (not a ParentPay account).

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 practise 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).

Homework is set using Class Charts. Parents and carers 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 is available through Homework Club, which runs Monday to Thursday in CO4 on North Site.

How much homework do students get?

Key Stage 3

- Daily reading (20 minutes)
- English, maths and science homework will be set weekly;
- Humanities and MFL homework is set fortnightly;

All other subjects set homework as appropriate.

Homework may be linked to the Knowledge Organisers (available on the College website) where possible, but teachers will set what they feel is most effective

Key Stage 4

All examination subjects set weekly homework.

Key Stage 5

All subjects set weekly homework and additional work for students' study periods.

DEDICATED IMPROVEMENT TIME (DIT)

In class, students will often be given 'DIT' – this is time in a lesson where students can improve their work following feedback from the teacher. DIT work should be completed in green pen in all subjects. Occasionally, DIT work may be set for homework.

KNOWLEDGE ORGANISERS

As parents/carers, you will know that the key to success for learners is aided through familiarising oneself with how to learn and to revise information so that it starts to form part of the long-term memory.

In order to help this process, we have produced 'Knowledge Organisers' which will contain an overview of pre-learning material and information your child will study across the different subjects. These Knowledge Organisers are downloadable from the College website via the links here: [Years 7 - 9 Knowledge Organisers](#) and [Years 10 and 11 Knowledge Organisers](#).

The aim is that they will help parents/carers to understand what their child is learning in school and which topics you can help with at home. These Knowledge Organisers often contain a list of key vocabulary for each subject alongside simple definitions in order that students and parents/carers alike can familiarise themselves with the subject-specific language used in each class.

Staff may set homework related to information found within the Knowledge Organisers so these resources will be particularly useful to support home learning. They will also be useful when revising for assessments and end of year tests as the key information can be found in one place. An example of what a Knowledge Organiser looks like can be seen below.

Year 7

Earth Machine

The structure of the Earth

The Crust	Varies in thickness (5-10km) beneath the ocean. Made up of several large plates.
The Mantle	Widest layer (2900km thick). The heat and pressure means the rock is in a liquid state that is in a state of convection.
The Inner and outer Core	Hottest section (5000 degrees). Mostly made of iron and nickel and is 4x denser than the crust. Inner section is solid whereas outer layer is liquid.

Plate Tectonics

Plate tectonics is the theory that Earth's outer shell is divided into several plates that glide over the mantle, the rocky inner layer above the core. The plates act like a hard and rigid shell compared to Earth's mantle.

Natural Resource

Natural Resources: Something, such as a forest, a mineral deposit, or fresh water, that is found in nature and is necessary or useful to humans.

The Rock Cycle

The Earth's rocks are continually changing because of processes such as weathering, erosion and large earth movements. The rocks are gradually recycled over millions of years. This is called the rock cycle. For example, sedimentary rocks can be changed into metamorphic rocks.

Igneous, igneous rock: Formed from magma, either erupted from a volcano or cooled below ground in an intrusion.

Metamorphic rock: a rock which has re-crystallised due to heat and/or pressure.

Sedimentary rock: any rock made up of sediment grains.

Types of Plate Margins

Destructive Plate Margin

When the denser plate subducts beneath the other, friction causes it to **melt and become molten magma**. The magma forces its way up to the surface to form a volcano. This margin is also responsible for **devastating earthquakes**.

Constructive Plate Margin

Here two plates are **moving apart** causing new magma to reach the surface through the gap. Volcanoes formed along this crack cause a submarine mountain range such as those in the **Mid Atlantic Ridge**.

Conservative Plate Margin

A conservative plate boundary occurs where plates **slide past each other** in opposite directions, or in the same direction but at different speeds. This is responsible for earthquakes such as the ones happening along the San Andreas Fault, USA.

Causes of Earthquakes

Earthquakes are caused when two plates become **locked** causing **friction** to build up. From this **stress**, the **pressure** will eventually be released, triggering the plates to move into a new position. This movement causes energy in the form of **seismic waves**, to travel from the **focus** towards the **epicentre**. As a result, the crust vibrates triggering an earthquake.

The point directly above the focus, where the seismic waves reach first, is called the **EPICENTRE**.

SEISMIC WAVES (energy waves) travel out from the focus.

The point at which pressure is released is called the **FOCUS**.

Earthquake Management

PREDICTING

Methods include:

- Satellite surveying (tracks changes in the earth's surface)
- Laser reflector (surveys movement across fault lines)
- Radon gas sensor (radon gas is released when plates move so this finds that)
- Seismometer
- Water table level (water levels fluctuate before an earthquake).
- Scientists also use seismic records to predict when the next event will occur.


PROTECTION

You can't stop earthquakes, so earthquake-prone regions follow these three methods to reduce potential damage:

- Building earthquake-resistant buildings
- Raising public awareness
- Improving earthquake prediction

SCHOOL MEALS


School meals are cooked on site. The most up-to-date menus and meal deals can be found on the school website – an example is given below.




Helston Community College

Menu

15th May Monday Steak Pasty, Cheese and Onion Pasty or Vegan Pasty Tuesday Chilli served with Rice and Nachos' Three Bean Chilli served with Rice and Nachos' Wednesday Roast Chicken, Roast Potatoes and Vegetables Quorn Fillet, Roast Potatoes and Vegetables Thursday Beef Burger with Wedges and Sweetcorn Veggie Burger with Wedges and Sweetcorn Friday Fish & Chips Pizza & Chips	22nd May Monday Steak Pasty, Cheese and Onion Pasty or Vegan Pasty Tuesday Chicken Curry with Rice and Naan Hallaumi with Quinoa and Vegetables Wednesday - North Site Pork Sausages, Hash Browns and Beans Quorn Sausages, Hash Browns and Beans Wednesday - South Site Pork Sausages, Roast Potatoes and Vegetables Quorn Sausage, Roast Potatoes and Vegetables Thursday - Meat Free Tomato Pasta with Garlic Bread No More Meatballs in Tomato Pasta and Garlic Bread. Friday Fish & Chips Pizza & Chips
5th June Monday Steak Pasty, Cheese and Onion Pasty Vegan Pasty Tuesday Salmon Sweetcorn Pasta Bake with Garlic Bread Tomato and Basil Pasta with Garlic Bread Wednesday Roast Chicken, Roast Potatoes and Vegetables Quorn Fillet, Roast Potatoes and Vegetables Thursday Chicken Burger with Wedges and Salad Falafel Burger with Wedges and Salad Friday Fish & Chips Pizza & Chips	12 June Monday Steak Pasty, Cheese and Onion Pasty Vegan Pasty Tuesday Chicken Fajitas with Rice, Tortilla, Sour Cream and Salsa Quorn Fajita with Rice, Tortilla, Sour Cream and Salsa Wednesday - North Site Pork Sausages, Hash Browns and Beans Veg Kie, Hash Browns and Beans Wednesday - South Site Pork Sausages, Roast Potatoes and Vegetables Veg Kie, Roast Potatoes and Vegetables Thursday - Meat Free Macaroni Cheese with Salad and Garlic Bread Vegetable Samosa with Salad Friday Fish & Chips Pizza & Chips



Jacket Potatoes, Variety of Sandwiches, Snacks and Fruit available every day.



We have a cashless catering system where each student has their own account. Money can be loaded on to the account via the ParentPay app on the internet. There is also a cash machine in the North Site canteen, where students can add money on to their account.

To pay for food, your child's thumb is scanned. The system uses reference points on their thumb and does not take a full finger print. A four digit pin number is an alternative to the thumb scan. The canteens provide a variety of meals including a vegetarian option every day.

A variety of drinks including fruit juice and milkshakes are available to purchase. Bottled fruit flavour drinks contain "one of your 5 a day". Water is available to drink if you prefer, but students are encouraged to bring a reusable water bottle.

Students who are entitled to Free School Meals will have £2.60 loaded daily on their cashless account automatically. Any unused balance is NOT carried forward - it resets daily. Students will use their thumb scan or PIN to pay for food like all the other students. An application form for FSM is via the following link: www.cornwall.gov.uk/schoolmeals.

Currently, the main school dinner costs £2.40. The current meal deal is £2.60 and can consist of a main course with either a dessert/snack or selected drink and is currently available on other selected hot/cold items, subject to availability.

A variety of hot and cold snacks are also available at break and lunchtime including sandwiches, baguettes, salad, assorted tray bakes, muffins, flapjacks, cookies, healthy snacks and more!

Please note that **energy drinks and fizzy drinks** are **NOT** allowed in school.

It is parents'/carers' responsibility to ensure the ParentPay account has adequate funds daily. After two reminders with debt over £6, students may be refused service.

ENRICHMENT ACTIVITIES (sometimes called 'Extra-curricular Clubs')

A range of extra-curricular and enrichment activities go on throughout the year at the College. There is something for everyone and we encourage students to try at least one of the clubs running at lunch or after school.

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. A programme of all the activities on offer each term is also shared and is available via the website (see example below).

Enrichment Timetable Spring 2024

The Library is open every day after school until 3.45pm (3.30pm on Fridays)

Homework Club runs Mon-Thu in Co4 after school until 4.15pm. Chess Club will at lunch for all years - Room/Days TBC

To sign-up to a club, students simply register their interest with the teacher leading it.

MONDAY			
Activity	Year/KS	Time	Venue
Lego Club	Y7-9	1.00 - 1.35pm	Co1
Chill Club	Y7-8	1.00 - 1.35pm	B9
Year 9 Sports Activities	Y9	1.00 - 1.35pm	Sports Hall
KS3 Board Games Club	KS3	1.00 - 1.35pm	A22 (A24 or A27 from 01/10)
Muga Football	Y10	1.00 - 1.35pm	Muga
Junior Jazz Orchestra	KS3	1.15 - 2.00pm	M2
Acting Rehearsal - College Production	Cast Only	3.15 - 4.30pm	A29
Homework Club	All Years	3.15 - 4.15pm	Co4
Rock School	All Years	3.15 - 4.30pm	M2
Hockey Training	Y7-8	3.15 - 4.30pm	Muga
Duke of Edinburgh	Bronze Y9	3.00 - 4.30pm	SS Hall
TUESDAY			
Activity	Year/KS	Time	Venue
LGBT+	All Years	1.00 - 1.35pm	Lab12
Guitar Ensemble	All Years	1.00 - 1.35pm	M1
Muga Football	Y11	1.00 - 1.35pm	Muga
Cyber Centurions	All Years	1.00 - 1.35pm	Co3
KS3 Board Games Club	KS3	1.00 - 1.35pm	A22 (A24 or A27 from 01/10)
Brass Ensemble	All Years	1.15 - 2.00pm	M1
Homework Club	All Years	3.15 - 4.15pm	Co4
Singing Rehearsal - College Production	Singing Cast Only	3.15 - 4.30pm	M1
Duke of Edinburgh	Silver Y10	3.00 - 4.30pm	SS Hall
CANSAT Club	Post16	3.15 - 4.30pm	Lab4
AstroPi Club	All Years	3.15 - 4.30pm	Lab4
Podcasting Club (After half term)	All Years	3.15 - 4.30pm	A28
Hockey Training	Y9 - 11	3.15 - 4.30pm	MUGA
Boys Football Training	Y7-10	3.15 - 4.30pm	3G/Fields
Fitness Club	Y8-11	3.15 - 4.30pm	Fitness Suite
All Yr10 & 11 GCSE Art classes	Y10 & Y11	3.25 - 4.30pm	B10

WEDNESDAY			
Activity	Year/KS	Time	Venue
Key Stage 3 Choir	Y7-Y9	1.15 - 2.00pm	M1
History Film Club	All Yrs	1.00 - 1.35pm	A22
Year 10 Sports Activities	Y10	1.00 - 1.35pm	Sports Hall
Muga Football	Y9	1.00 - 1.35pm	Muga
Chill Club	Y7-8	1.00 - 1.35pm	B9
KS3 Board Games Club	KS3	1.00 - 1.35pm	A22 (A24 or A27 from 01/10)
Homework Club	All Years	3.15 - 4.15pm	Co4
Young Designers	All Years	3.15 - 4.30pm	DT1
Dance Rehearsals for production	All Years	3.15 - 4.30pm	A2
All Yr10 & 11 GCSE Art classes	Y10 & Y11	3.15 - 4.30pm	B10
Badminton Club	Y7-8	3.15 - 4.30pm	Sports Hall
RE Exam support	Year 10	3.15 - 4.30pm	A23
Cross Country/ Running Club	Y7 - 11	3.15 - 4.30pm	Courts/Field
Concert Band	All Years	3.15 - 4.30pm	M1
KS3 Photography Workshop	KS3	3.30 - 4.30pm	B4
THURSDAY			
Activity	Year/KS	Time	Venue
Year 11 Sports Activities	Y11	1.00 - 1.35pm	Sports Hall
Muga Football	Y10	1.00 - 1.35pm	Muga
Coding & Comic Club	Y7-9	1.00 - 1.35pm	CO2
History Club	Y7-11	1.10 - 1.35pm	A24
Chill Club	Y7-8	1.00 - 1.35pm	B9
Senior Choir	Yr10-P16	1.00 - 1.35pm	M1
KS3 Board Games Club	KS3	1.00 - 1.35pm	A22 (A24 or A27 from 01/10)
A-level Physics Masterclass	Y13	3.20 - 4.30pm	Sc9
Homework Club	All Years	3.15 - 4.15pm	Co4
KS4 Science Support	KS4	3.15 - 4.30pm	Lab 2 & 3
Jazz Orchestra	Invitation Only	3.15 - 4.30pm	M1
All Yr10 & 11 GCSE Art classes	Y10 & Y11	3.25 - 4.30pm	B10
Hockey Fixtures	Y7-11	TBC	Muga
Girls Football Training	Y7-11	3.15 - 4.30pm	3G/Fields
Football Fixtures	Y7-11	TBC	3G/Fields
FRIDAY			
Activity	Year/Key Stage	Time	Venue
Muga Football	Y11	1.00 - 1.35pm	Muga
Sax Ensemble	All Years	1.00 - 1.35pm	M2
KS3 Maths Club	Years 7-9	1.00 - 1.35pm	Ma4
KS3 Board Games Club	KS3	1.00 - 1.35pm	A22 (A24 or A27 from 01/10)
Badminton	Y10, Y11 & P16	3.15 - 4.30pm	Sports Hall
Magistrates Mock Trials	Age 12 - 14 (Selected students only)	3.15 - 4.30pm	A1

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 three timetables produced, one each term for the physical activities on offer. Afterschool clubs start at 3.15pm and finish at 4.30pm.

League fixtures are played regularly, usually on a Thursday after school, comprising of both home and away games. Fixture lists are produced at the start of each term with venues, dates and times for league matches. These are shared with parents/carers and listed on our website.

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 Miss K Treloar: ktreloar@helston.tpacademytrust.org



INSTRUMENTAL AND VOCAL TUITION

Instrumental tuition and vocal tuition are open to all. This is hugely popular and can be arranged through the Music Department. Please contact Mr C King to discuss any queries that you may have: email: cking@helston.tpacademytrust.org

STUDENT LEADERSHIP (Please note this is currently under review)

We have a number of amazing student leaders in the College and would encourage all students to consider applying for one of these roles to help develop their leadership skills, confidence and independence. Below is a summary of the roles available. For more information please contact your child's relevant Head of Year.

Anti-Bullying Ambassadors	Help to further embed a culture of kindness and respect at Helston Community College, by joining our Anti-Bullying Team. Open to all students in all year groups.
Year Group Focus Leads	Have a say in the way we improve the College, help fundraise for local and national charities and have fun taking part in whole school events. Open to all students in all year groups.
Heads of Key Stage	Take a leadership role by managing the Year Group Focus Leads within your Key Stage. Open to current Year Group Focus Leads.
Career Ambassadors	Help support the College's drive for careers education, meet new employers and take part in external careers events. Open to all students in all years.
Transition Mentors	Support students in Year 6 with their journey to Helston Community College. Open to Year 7 Year Group Focus Leads.
Vice President and President of College	Become a future leader by taking on the management of Key Stage 3 and Key Stage 4 Leaders. Open to 6 th Form students only.

TIMETABLES

- Timetables work on a **two-week rota**. For example, your child will not have the same lessons at the same time every Monday, but every *other* Monday.
- They will have four 70 minute lessons per day, plus Tutor Time at the start of the day and a Literacy/Numeracy slot after lunch.
- A sample of a timetable is shown below. This is NOT your child's actual timetable for September.

	Tutorial (08:45-09:05)	Pd1 (09:10-10:20)	Break (10:20-10:35)	Pd2 (10:35-11:45)	Pd3 (11:50-13:00)	Lunch (13:00-13:40)	Lit/Num (13:40-14:00)	Pd4 (14:05-15:15)
Monday A	Year 9: 9A MA9 Mr H Roberts	English KS3: Year 9: 9Sc.i GC2 Ms S Doolin		Science KS3: Year 9: 9Sc.i SC8 Miss K Watson	History KS3: Year 9: 9H.A A26 Mr A Dalglish		Year 9: 9A MA9 Mr H Roberts	PSHE KS3: Year 9: 9Se.A A10 Mrs J Bryce
Tuesday A	Year 9: 9A MA9 Mr H Roberts	Technology KS3: Year 9: 9Ty.o DT3 Mr W Gilbert		Maths KS3: Year 9: 9M.m MA2 Mrs K Harrison	Geography KS3: Year 9: 9G.A A25 Mr J Dudley		Year 9: 9A MA9 Mr H Roberts	Core PE KS3: Year 9: 9Pe.m SH3 Miss E Bragg
Wednesday A	Year 9: 9A MA9 Mr H Roberts	Science KS3: Year 9: 9Sc.i SC3 Mrs S Mullins , Ms S ...		History KS3: Year 9: 9H.A A26 Mr A Dalglish	Technology KS3: Year 9: 9Ty.o DT2 Mr A Allen		Year 9: 9A MA9 Mr H Roberts	English KS3: Year 9: 9E.co EN8 Mrs J Oldfield
Thursday A	Year 9: 9A MA9 Mr H Roberts	RE KS3: Year 9: 9Re.A A1 Ms E Creaser		Maths KS3: Year 9: 9M.m MA4 Mr R Van Der Lem	Spanish KS3: Year 9: 9Sp.k MA4 Mrs E Martin		Year 9: 9A MA9 Mr H Roberts	Computing KS3: Year 9: 9Cp.A CO2 Mr N Burke
Friday A	Year 9: 9A MA9 Mr H Roberts	English KS3: Year 9: 9E.co MA3 Ms S Doolin		Core PE KS3: Year 9: 9Pe.m SH3 Miss K Treloar	Maths KS3: Year 9: 9M.m MA2 Mrs K Harrison		Year 9: 9A MA9 Mr H Roberts	Spanish KS3: Year 9: 9Sp.k MFL5 Mrs E Martin

	Tutorial (08:45-09:05)	Pd1 (09:10-10:20)	Break (10:20-10:35)	Pd2 (10:35-11:45)	Pd3 (11:50-13:00)	Lunch (13:00-13:40)	Lit/Num (13:40-14:00)	Pd4 (14:05-15:15)
Monday B	Year 9: 9A MA9 Mr H Roberts	Drama KS3: Year 9: 9Dr.A A2 Mrs S Richardson		Art KS3: Year 9: 9A.o B9 Mx S Marsden	English KS3: Year 9: 9E.co SE1 Ms S Doolin		Year 9: 9A MA9 Mr H Roberts	History KS3: Year 9: 9H.A A26 Mr A Dalglish
Tuesday B	Year 9: 9A MA9 Miss C Lockwood , M...	Core PE KS3: Year 9: 9Pe.m SH3 Miss E Bragg		Science KS3: Year 9: 9Sc.i SC3 Mrs S Mullins	Music KS3: Year 9: 9Mu.A M1 Mr S Parker		Year 9: 9A MA9 Mr H Roberts	Maths KS3: Year 9: 9M.m MA2 Mrs K Harrison , Mis...
Wednesday B	Year 9: 9A MA9 Mr H Roberts	English KS3: Year 9: 9E.co EN2 Mr P Swayne		Geography KS3: Year 9: 9G.A A6 Mr J Dudley	Maths KS3: Year 9: 9M.m MA5 Mr R Van Der Lem		Year 9: 9A MA9 Mr H Roberts	RE KS3: Year 9: 9Re.A A1 Ms E Creaser
Thursday B	Year 9: 9A MA9 Mr H Roberts	Science KS3: Year 9: 9Sc.i SC8 Miss K Watson		Geography KS3: Year 9: 9G.A A15 Mrs C White	Computing KS3: Year 9: 9Cp.A CO2 Mr N Burke		Year 9: 9A MA9 Mr H Roberts	Art KS3: Year 9: 9A.o B9 Mx S Marsden
Friday B	Year 9: 9A MA9 Mr H Roberts	Core PE KS3: Year 9: 9Pe.m SH3 Miss C Lockwood , M...		Maths KS3: Year 9: 9M.m MA5 Mr R Van Der Lem	Spanish KS3: Year 9: 9Sp.k CO4 Mrs E Martin		Year 9: 9A MA9 Mr H Roberts	Science KS3: Year 9: 9Sc.i SC8 Miss K Watson

TRANSPORT TO AND FROM COLLEGE

It is the parents/carers responsibility to make arrangements for their child to attend school. It is important that all students attend on all school days and on time.

If travelling to school on a bus, students are expected to be respectful, listen to the driver, be seated and act in an appropriate manner as they are representing the College. The College will not tolerate bad behaviour and will address any concerns raised.

Parents/carers can apply for travel assistance via the Local Authority please visit [Home to School Travel Assistance - Cornwall Council](#) for further information. You can complete their "Contact Form" at the bottom of the website page or email them via studenttravel@cornwall.gov.uk.

Please be aware that all students with a bus pass can only travel on the bus detailed on the pass. The bus pass does not allow your child to travel on other routes.

If your child has obtained a bus pass and they lose it, they should telephone Student Travel on 0300 1234 222 to order a new one. The current (June 2024) cost of a replacement for Years 7-11 is £5 and £10 for Post 16.

If your child needs a temporary bus pass please ask them to visit our North Site Reception. Temporary bus passes can only be issued for a short period whilst a replacement bus pass is being obtained or when there is a delay in the process of an application for travel assistance

Generally, if a bus breaks down, the bus company contacts the College to inform of us the circumstances, however, this may not be the case if it is a public bus.

If the College is informed that the bus is not running for whatever reason we will try and get a message to the parents/carers.

If the student is in College and the bus company notifies the College that it is not completing a route we will contact parents/carers of the students named on the bus list which is provided to us by the bus company.

WHAT TO DO IF.....

If you change your home address/email or telephone numbers

Please provide our North Site Reception with any details straight away. This can be in writing or by emailing enquiries@helston.tpacademytrust.org.

If your child feels unwell in College

If your child feels unwell in College, they should go to see a Healthcare Champion at break or lunchtime. If they feel too unwell to remain in their lesson, they should speak to a member of staff, who will arrange for a Healthcare Champion to see them as soon as possible.

If your child is late to College

If your child is late to College, they must sign in immediately at the Attendance Office on North Site or at South Site Reception if their lesson is on South Site. Where a valid reason (such as a medical appointment) is not provided, a lunchtime detention will be issued for the same day.

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.

STUDENT PROGRESS

We report on students' progress in all subjects twice a year, sending home Progress Reports (a sample of which is contained overleaf). In addition we hold a Parent Teacher Consultation Evening for each year group.

PARENT AND 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. These meetings take place 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.

PROGRESS REPORTS

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. An example of part of a progress report is shown below.



Year 7 Progress Summary

John Smith 7X

Summer

Subject	ATL Grade	Progress	Teacher feedback
Art (Mr S. Marsden)	4	A	John has worked extremely hard on the 'Positive Power Masks' project, producing a creatively designed, visually interesting and extremely thoughtful piece about climate change. In order to improve further, John could have included more key words and definitions when evaluating his and others work.
Computing (Miss E. Bragg)	4	A	John contributes well in class discussions. He can access, write and format documents appropriately to steer them to a particular audience. To improve John's digital literacy, he needs to be able to justify the formatting decisions he has made.
Drama (Mrs S. Richardson)	4	I	Last term, we were exploring Scripted Work and considering how we, as directors and performers, can take work 'from the page to the stage'. We will be exploring Devised Work this term, where working in a group and listening to the ideas of others, is essential. John is growing in confidence when contributing to group work. He is able to create a range of characters in performance work with emerging vocal and physical skills. In order to progress, John now needs to try and be fully focussed on the task at hand, as he has a tendency of getting a little over-excited. He has the creative potential to become more of a leader and help guide others who may be struggling to organise their practical work.
English (Mr P. Swayne)	5	A	John is an absolute delight to teach; he shows significant levels of enthusiasm and engagement, aligned with excellent levels of insight when making contributions in lessons. John shows a consistently strong grasp of the key ideas in a range of texts we study in lessons. To improve, in his reading responses, John needs to analyse the quote from the text he selects in more detail to illustrate how well he understands the writer's ideas.

ATL = Attitude to Learning (5 = excellent; 1 = serious concern)

Progress: A – Above expectations; I – In line with expectations; B – Below expectations

ASSESSMENTS

In addition to end of topic tests, and ongoing formative assessments, each year group will have two key assessments per year in each subject. Teachers will look for misconceptions when marking assessments and feedback to the student any areas for improvement/development.

In years 7, 8 & 9, students' scores in both assessments for each subject will be compared to help us determine how much progress students have made in relation to the other students in their year group.

In the progress reports for students in years 10 & 11, teachers will give an indication of what GCSE grade students are working at.

GCSEs

The **current** GCSE grading system is a numerical scale 9 to 1, with 9 being the highest and 1 being the lowest. The numerical grades correspond to the old grades.

- 9, 8 and 7 are equivalent to A* and A
- 6, 5 and 4 are equivalent to B and C
- 3, 2 and 1 are equivalent to D, E, F and G
- U means ungraded

9	A*
8	A
7	
6	B
5 Strong pass	
4 Standard pass	C
3	D
2	E
1	F
	G
U	U

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 explored.

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. Alternatively, please contact our SENDCO (Mr Eugene McFadden or Ms Caroline Bloor) via email: emcfadden@helston.tpacademytrust.org or cbloor@helston.tpacademytrust.org.

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.

Every student has a Form Tutor, a PSA and a Head of Year to support them. Their Form Tutor or PSA should be their first point of contact.

In addition, there are two Healthcare Champions, a Safeguarding Team and an Attendance Team to support as required. We also work with a wide range of agencies from outside the College who offer more specialised support.

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 Mr Peter Carpenter and a member of staff (Ms Felicity Groseley) who acts as our 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 Mr Peter Carpenter.

Email: pcarpenter@helston.tpacademytrust.org

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