

## **INFORMATION FOR PARENTS/CARERS**

### **MEALS**

We have two dining areas, one on each site, where students can purchase food and drink at break and lunchtime. We operate a cashless catering system. Parents need to open a Parent Pay account to upload funds for students to spend. It is advised that any money added to the account is done at least 24 hours in advance of spending. There is a pre-set limit of £5 daily spend, but this can be altered at parents request. Students can access their catering account at the till with a registered thumb print or a canteen card. Parental permission is required to register a student's thumbprint. The price of a set meal is £2.65. Students who have free school meal entitlement (more information [here](#)) will have this added to the cashless catering system each day to access at the till. Students who bring a packed lunch can eat in the dining area, hall or eat outside if the weather is fine. Students are encouraged to keep well hydrated and to bring in a water bottle each day. There are water fountains available around the college for use at break and lunchtime. Please note we do not permit fizzy drinks or energy drinks.

### **HOW PARENTS CAN SUPPORT LEARNING**

- Talk about what your child has been learning in college.
- Asking your child questions about “how”, “why” and ask them to teach you what they have learnt.
- Challenge ideas and encourage your child to think about how their learning links to things in the ‘real world’.
- Create opportunities for your child to find out how other people learn and ways that they remember things.
- Provide a quiet area for homework and help your child to manage their time and deadlines.
- Check your child has their equipment, PE kit, books, bag (rucksack) and water bottle each day.

### **FORM TUTORS:**

If you have any concerns about your child, the Form Tutor is the first point of contact for parents.

### **HOME LEARNING & CLASSCHARTS**

Home Learning is an important part of your child's learning. All Home Learning will be set on an app called ClassCharts which both parents/carers and students can access to view Home Learning, attendance, Behaviour Points and student timetables.

### **APPEARANCE**

Students are encouraged to be neat and tidy in their appearance. It is not acceptable for students to wear heavy make-up to school or have dyed or extravagant hairstyles. Large earrings can be hazardous in certain specialist rooms, therefore one pair of studs only are to be worn. No other jewellery or facial piercings are permitted. Chewing gum is not permitted in school. Blazers should be worn to, from

and around school. All uniform must be clean and in good order. Full details are on our website [here](#).

### **VALUABLES**

The School cannot be responsible for valuable items brought onto the College premises. Many students will have phones. These must be switched off and put in your school bag at all times. For child protection reasons no photos/images/videos should be taken on the school premises. MP3/multi media players should not be brought to school.

### **MOVEMENT AROUND SCHOOL & ABSENCE MOVEMENT AROUND SCHOOL**

Corridors can be busy. We ask all students to:

- Keep to the left
- Walk — don't run
- Be considerate and careful
- Be quiet and calm
- Use the one-way system
- Students will soon get to know their way around.

### **ABSENCE**

It is essential that students attend school. If your child is absent, parents/carers must phone the school and follow the instructions. Parents/carers must telephone the school every day their child is absent. If a student needs to ask for time off school, parents/carers must download a 'request for absence' form from the website or from Reception. Please speak to your Form Tutor if you have any queries. Absence during school term time can only be authorised in exceptional circumstances and we do not authorise term-time holidays. Click [here](#) for more information.

### **EQUIPMENT**

Students will need to bring the equipment and books that are needed for each lesson.

Students need:

- School bag (Rucksack style, no tote style bags)
- A blue or black pen(s)
- A ruler
- A pencil
- A pencil sharpener
- A rubber
- Coloured pencils
- A calculator (Casio FX83GTX or FX85GTX preferably)

Please note that students are not allowed tippex in school. Some days, students will need to bring PE kit; please check their timetable which the students will receive in September.

### **USEFUL CONTACTS**

School telephone number: 01326 572685

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

Facebook Page: [www.facebook.com/helstoncommunitycollege](http://www.facebook.com/helstoncommunitycollege)

Enquiries email [enquiries@helston.tpacademytrust.org](mailto:enquiries@helston.tpacademytrust.org)

**AND FINALLY ...** It may feel like a big change starting a new school —there are new teachers, different lessons, new buildings to find your way around and new ways of learning and organising yourself. Form Tutors and our staff team will provide excellent support to help our new students settle in and make a flying start. If there are any questions, please do not hesitate to contact us for advice and information.

## **TOP TIPS FOR A FLYING START**

1. Be positive about the new start. If your child is worried or concerned, remind them that others are in the same situation. Acknowledge their concerns and reassure them about the support available in school.
2. Take advantage of any opportunities to visit us. Contact us for information and answers if your child has any questions.
3. Ensure that your child has all the equipment, PE kit and school uniform they need, so they don't start off by worrying about not being prepared.
4. Make full use of the information and support that we offer. Use our website for information and make sure we have your mobile number and email address to keep you updated.
5. Help your child establish good 'study' habits early; help them organise their time and check their homework is completed.

## **WHAT TO DO IF .....**

### **...YOU CHANGE YOUR HOME ADDRESS/EMAIL OR TELEPHONE NUMBERS**

Please provide Reception with any new details straight away.

### **...YOU FEEL UNWELL IN SCHOOL**

Inform your Form Tutor or teacher and ask them to email the Healthcare Champions if it is an emergency. Alternatively, call into their office at break or lunchtime for assistance. If necessary your parents/carers will be contacted.

### **...YOU ARE LATE TO SCHOOL**

If you arrive late to school you must go to the Attendance Office where you will be signed in. You should bring a note explaining your lateness. We expect students to be on time every day unless there are exceptional circumstances.

### **...YOU LOSE SOMETHING**

Before you report the item as lost or stolen... Look very carefully near where you last saw the item. Search the corridor and nearby classrooms. Ask the other students if they have seen the item. Tell your form tutor and check in Reception. (Remember to name all your items of clothing and personal belongings).