


# Welcome Booklet


Welcome	3
Term Dates 2022/23	4
Key Contacts	5
The College Day	7
Attendance	8
Year 7 Timetable	9
Equipment to bring to College	10
Target Setting	11
The Dining Room	12
Home Learning	14-15
Library	15
Accelerated Reader	15
Parents' Evenings	16
Parking	16
Mobiles/Headphones	16
Transport	16
Uniform Expectations	18
Parents' Association	19
Extra-Curricular Clubs / Activities	21
Vertical Tutoring & Contacting Staff	22
Parents' Evening Booking System	23
Communication	24-25



**W**elcome to King Edward VI Community College. This is a very special place to learn. Our students are a fantastic mix of personalities and we value each and every one of them. Our staff are committed to making a real difference to our students' lives, and go that extra mile to make this happen. Our community is richly diverse, encompassing not just Totnes itself, but the wonderful countryside that surrounds it.

We are rightly pleased with, but not satisfied with, our judgement as a good school. We aspire to be consistently outstanding in all that we do. We want staff and students to be creative in their approaches to learning. We would like to harness the potential of our community to develop a truly unique school infused with co-operative values that prepare children to be happy and successful adults.

This 'Welcome' booklet aims to provide key information for our new students and parents. I look forward to meeting you and showing you what a wonderful place this is to learn.

 Alan Salt, Principal



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## Term Dates 2022/23



### • AUTUMN TERM 2022 •

First day of Term  
Monday 5 September

Term Ends  
Friday 16 December

Half Term  
Monday 24—Friday 28 October

### • SPRING TERM 2023 •

First day of Term  
Wednesday 4 January

Half Term  
Monday 13—Friday 17 February

Term Ends  
Thursday 30 March

### • SUMMER TERM 2023 •

First day of Term  
Monday 17 April

**Bank Holidays**  
**Monday 1 May (29 May)**

**Non student days:**  
Thursday 1 & Friday 2 September 2022  
Friday 21 October 2022  
Tuesday 3 January 2023  
Friday 31 March 2023

Half Term  
Monday 29 May—Friday 2 June

Term Ends  
Friday 21 July

# Key Contacts

**Main College Reception**

**01803 869200**

**Attendance**

**01803 869200 ext 253**

**Learning Support Coordinator**

**01803 869200 ext 282**

**Finance Team for payments**

**01803 869200 ext 324**

**Head of Babbage House**

**01803 869200 ext 333**

**Head of Davis House**

**01803 869200 ext 332**

**Head of Gyles House**

**01803 869200 ext 351**

**Head of Scott House**

**01803 869200 ext 352**

**DCC School Transport**

**0345 1551019**

A-Level Design & Technology Student final piece





# College Day

8.50am

Session 1

9.50am

Session 2

10.50am

Tutorial/Assembly

11.15am

Breaktime



11.40am

Session 3

12.40pm

Session 4

1.40pm

Lunchtime

2.15pm

Session 5

3.15pm

College Finishes

# Attendance

**In order for students to make the best possible progress at school it is essential that they have a good attendance record.**

**If your child has an unavoidable appointment during the school day, they must bring a letter or appointment card which is to be taken to the Attendance Officer or reception. Students will not be permitted to leave the site without a letter or appointment card. Where possible, we would ask that appointments be made out of school hours so your child's learning is not disrupted, especially during exam or assessment periods. Non-essential appointments will be unauthorised.**

**Absence during term time will only be authorised in exceptional circumstances and if permission is sought in advance. Our Attendance Policy is available online.**

## **Reporting an absence**

**If your child is absent from College please contact us by 8.30am every day that your child is absent, either by telephone or email (details below)  
01803 869200 Ext 253 [studentabsences@kingedwardvi.devon.sch.uk](mailto:studentabsences@kingedwardvi.devon.sch.uk)**

## **Please state:**

- **The name of the student**
- **Tutor group (this is important as often two children have the same name)**
- **Reason for absence.**

**When students return to school they must have an absence note to give to their form tutor even if someone has already telephoned the school, because they are filed on the student's attendance record.**

## **Punctuality**

**Punctuality is monitored by the College and parents will be contacted if their child is not arriving to College on time. School starts at 8.50am. All students are expected to be in College for this time. Persistent lateness will result in College sanctions.**

**If you are unavoidably delayed and arrive at College after 8:50am then your child must go straight to the Attendance Officer. If your child arrives during break or lunchtime then they must register at Reception. If children need to leave College during the College day for an appointment, all students must sign out at Ariel Reception.**





**Surfing lessons at St Ives**

# Timetable

AMon	Computer Science BWS 29	Geography CEN 42	Tutorial BCL 5	PSHE NWL 40	Maths LSA 66	English RPS 62
ATue	Spanish BCL 5	Art BMN 3	Tutorial	P.E.	Science	Music
AWed	History CHS 52	Cultural JBS 6				
AThu	English RPS 62	Science JMN 1				
AFri	Maths LSA 66	Spanish BCL				

**Students have a two week timetable; weeks A & B**

Subjects include:

English	Computer Science
Maths	Art
Science	Music
Geography	Dance/Drama
History	Technology
Religious Studies	Physical Education
Modern Foreign Languages	PHSE

## Equipment you will need:

In College, all students are expected to have essential items of equipment, such as pens, pencils, scientific calculator, ruler, compass, protractor, rubber etc

The PE Kit is compulsory and must be college PE kit. It is essential that students bring a complete change of clothes for PE and Games and this includes appropriate footwear.

For instance fashionable 'skater' footwear is not suitable for PE. All students must wear different footwear for PE from those worn to College. Inexpensive non-marking trainers and boots are available in most shoe and sports shops. PE kit is available from Lawsons based locally in Totnes or online at [www.lawsonshop.co.uk](http://www.lawsonshop.co.uk)

Dance lessons:- students are required to wear their PE kit or t-shirt with black leggings/jogging bottoms. No jewellery or barefeet.



# Target Setting

In 2015 the Government made a number of changes to the way children are assessed at Primary and Secondary schools. The removal of National Curriculum 'levels' has provided us with an opportunity to focus much more on what elements of the curriculum your child has firmly understood and which elements they have not as they move through to GCSEs. The greater emphasis is now on progress towards the "big ideas" in each subject - what does your child need to master, in terms of knowledge and skills, in order to be successful in KS4?

Our assessment system, therefore, is based on the progress your child is making in developing this understanding and enables us to focus on individual starting points and build from there. Essentially, progress is seen through what is taught and the skills that your child develops rather than movement through levels.

In common with most schools we use national guidelines and data to set expectations for your children. These are calculated for each individual child and are in line with the progress made by students in the top 5% of schools nationally. They are intended to be aspirational but motivational and will challenge your child to reach their full potential. It may be that these are adjusted as the course progresses as teachers continue to assess your child's ability and potential in the subject.

For most subjects your child's 'flightpath' will be determined by using a variety of information:

- Your child's performance in English and Maths at Key Stage 2
- CATs (Cognitive Ability tests) scores that your child takes in Year 7 will be used to moderate these expectations.
- Arts based subjects, MFL and PE will be treated differently because of the emphasis on skills which may not have been taught in depth at primary school. In these subjects your child will be given a 'baseline' assessment in the first term of Year 7 to give an understanding of where they currently are. This will be used as an additional moderating factor for Key Stage 3 thresholds for these subjects.

## Reports

Years 7 and 8 will receive a report every full term. It will include a level for 'behaviour for learning' and will contain the 'next steps' for their flightpath.

Reports are sent electronically to all parents who have parental responsibility ticked on the Admission Form.





# Dining Room

We have our own catering at the College. Main meals are available from £1.65 with a range of other snacks and food items from 30p including salad bar, fresh fruit, pizza, sandwiches & wraps and jacket potatoes. Our three week rolling menu is available to view on our website.

Canteen opening times:

Breakfast - 8:15 - 8:50

Break - 11:10 - 11:30

Lunch - 13:40 - 14:10

If you think you may be eligible for free school meals or if you currently receive these via another borough council, i.e Torbay, then you will need to reapply by contacting DevonCounty Council on 0345 1551019 or via their website at:

[www.devon.gov.uk/educationandfamilies/school-information/school-meals](http://www.devon.gov.uk/educationandfamilies/school-information/school-meals)

Current free school meal value = £2.20



**Science corridor**

# Home Learning

We promote Home Learning as an essential part of a good, rounded education. We aim to develop a work ethic that is characterised by an engagement in learning and a commitment to doing their best. Home Learning has the potential not only to reinforce independence but also help to develop skills and attitudes students need to be successful in and beyond their time at KEVICC.

Students in years 7 to 9 will have the opportunity to complete additional Cooperative Learning Projects. Aimed at providing stretch and challenge, these projects will allow students to deepen their knowledge and understanding in subject areas.

## Why do we set Home Learning?

Promotes effective learning habits of independence, enquiry and investigation

Develops practice and dedication outside the classroom

Enhances skills and overall attainment

Reinforces and extends the curriculum

Encourages personal organisation and a sense of responsibility which are vital life skills for successful individuals

Allows parents and carers to be involved with their child's education, by providing them with insights into what is being taught and the progress they are making

## What does Home Learning look like?

Faculties and subject teachers set Home Learning that is appropriate for their classes. All Home Learning is communicated via Class Charts. Good Home Learning may be:

- Preparatory work for the following lesson.
- A task which checks the learning from the lesson.
- Work that targets an area of the class PLC (personal learning checklist) that the teacher feels needs consolidation.
- Finishing off unfinished work from the lesson.
- Revision of knowledge acquired.
- Extension work.



We will teach your child how to learn at home, how to manage their time, where to find resources they need and what to do if there is a problem. We will also show them how to use the library effectively.



# Home Learning

cont'd.....

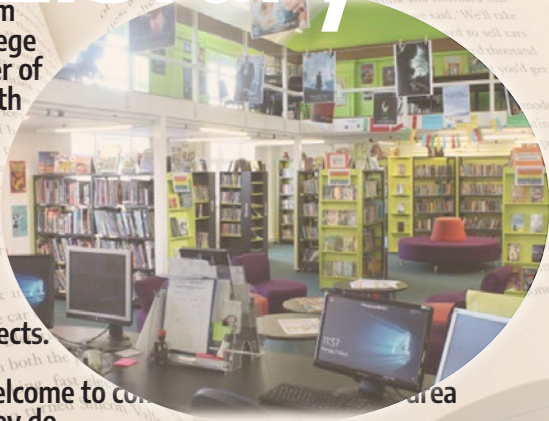
Students should expect to receive one short Home Learning task per week, in Year 7, in Languages, Maths, Science, English, Religious Studies, History and Geography in the first half term; these tasks will become longer as they settle in and get used to managing their Home Learning time.

Tasks will be designed to allow students to use the knowledge and skills they have been learning in these lessons independently.

## Library

The College Library is open in the morning from 8.15am, at breaktime, lunchtime and after College until 3.30pm Monday to Friday, with a member of staff who will be available to help students with their home learning. The Library can be used for private reading for pleasure, borrowing books, finding out information to help with studies or purchasing some items of essential equipment and stationery. There are newspapers, magazines and computers. Internet access is available to support students researching subjects.

The library is a place where all students are welcome to come and work. It is a quiet area where everyone is quietly focused on what they do.



## Accelerated Reader

We run a school wide programme called Accelerated Reader. This is a forensic reading programme, that aims to improve the reading ages of students without them even noticing! It is designed to ensure students read books at exactly the right level for them, but with a wide choice available enabling them to stay in control of what they read – making reading a much more enjoyable experience. Our Year 7 and 8 pupils engage in this reading for pleasure for half an hour each day. The results can be seen in the huge improvements our students have made in their reading ages and more anecdotally in the feedback received from parents and students about how the reading habit has become ingrained and is now a part of their life.

# Parents' Evenings

## Academic Tutoring

Every student has two academic tutorials at important points throughout the year. This is a meeting between the student, their parents/carers and their tutor. At the meeting, learning will be reviewed and targets set for improvement. Tutors will contact home to arrange online appointments.

## Key Stage Subject Parents' Evenings

Every student and their parents / carers have the opportunity to meet their teachers for individual consultations at one parents' evening during the academic year, as well as being able to communicate with subject teachers and faculty leaders via the usual ways.

Parents will be notified of forthcoming parents evenings and invited to book online appointments through our online booking system—see page 22.

# Parking

Parents who are dropping off or collecting students - please note that cars are not allowed access to the site between the hours of 8.30am—8.50am and 3pm—3.30pm for reasons of student safety and to enable College buses to be able to access the site, turn and park.

Any parents wishing to drop off or collect students are free to park on the Elmhirst site opposite.

**No vehicles may be parked in the yellow hatched bus bay.**

# Mobiles/Headphones

Mobile phones are brought into the College at the students own risk.

All our students will be asked to sign an acceptable use agreement that includes details on photography, filming and social media. Mobile phones are not to be used in lessons unless the teacher has expressly indicated it will support learning to do so, and in line with the signed agreement. Expectations of the use of phones will be highlighted with all students.

# Transport

Your child will be entitled to free transport if they attend the nearest school to your home address and they:

- are of statutory school age
- live more than three miles away by the shortest walking route.

Your child will also be entitled to free school transport to the school, designated to serve your home address, provided it is still further than the statutory walking above. For information please contact Devon County Council by email [schooltransportservicequeries-mailbox@devon.gov.uk](mailto:schooltransportservicequeries-mailbox@devon.gov.uk) or by phone on 0345 1551019.

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# Uniform Expectations



Students are to wear the official College uniform for the full five years they attend the College (years 7 to 11). The support of all parents is sought in maintaining this policy. Please take the time to read this Policy online.

## Compulsory College uniform items:

Available through Lawsons in Totnes or online at [www.lawsonshop.co.uk](http://www.lawsonshop.co.uk)

College v-neck jumper [teal trim, and College logo]

College cardigan [team trim and College logo]

College shirt (short or long sleeved option) in pale blue

Additional compulsory College uniform items available through Lawsons in Totnes at a competitive price, or recommended retail stores:

Plain Black tailored trousers (formal suit style) with an optional plain belt.

Plain Black tailored skirt (pleated, A-line or pencil) which should not be any shorter than the hem falling onto the top of the kneecap when standing up straight).

Tights must be black or neutral without any patterns or holes.

Footwear must be plain black—no open toe sandals, flip flops, large heels, stilettos, trainers or boots above the ankle. Please see our website for acceptable footwear.

## Compulsory Physical Education items:

Boys:		Girls:	
Sky/Navy rugby shirt	Compulsory	Fleece top	Compulsory
Royal blue polo shirt with logo	Compulsory	Royal blue polo shirt with logo	Compulsory
Navy football shorts	Compulsory	Navy shorts/skirt	Compulsory
Sky navy football socks	Compulsory	Navy skort	Optional
Navy tracksuit bottoms	Optional	Sky navy football socks	Compulsory
Gum shield	Compulsory	Navy tracksuit bottoms	Optional
Gum shield for braces	Compulsory	Gum shield	Compulsory
Shin pads	Compulsory	Gum shield for braces	Compulsory
		Shin pads	Compulsory
		Sports leggings	Optional

# Parents' Association

We would like to offer a warm welcome to all new parents and students. All parents are automatically members of the Parents Association.

## What we do:

One of the biggest changes for parents from Primary School to Secondary School is the loss of the daily contact you may have had with parents and teachers while dropping off or collecting your child. The Parents' Association can help keep parents more informed and involved.

We have a popular Facebook page - please join up and take a look around.

We facilitate a Parent Voice meeting once every half term with the Principal, Mr Salt. In these meetings the school shares information directly with parents and values feedback and suggestions. Parents can raise any subject for discussion; if parents are unable to attend the meetings it is possible to email any issues or queries to the PA which can be raised on their behalf. The minutes of these meetings are then available for all on the website.

We fundraise so that the College can purchase resources that teachers request in order to enhance the student's learning; things that would not normally be covered by the College budget. For example, the PA has helped to buy equipment for Ten Tors, rockets for the science department, support extra-curricular arts and swimming lessons.

Our biggest fundraising event is the fantastic firework night that is an annual event enjoyed by the pupils, parents, staff and wider community. We also provide and serve refreshments at College events like the Christmas concert and other performing arts department productions. The PA also coordinates parent volunteers to help out at these events to support the College with stewarding, accompanying the children to the church etc.

The PA also runs a lottery which parents can sign up to.

Parents can volunteer whenever, and as much or as little as they like. Some parents choose to get more involved by joining the PA committee which meets regularly to discuss ideas and oversees the finances of the association. The committee always needs new members as parents leave and new ones arrive. All are welcome to come along to these meetings.

New volunteers, ideas, energy, enthusiasm are always welcome. Contacts for the PA are on the college website and information of PA meetings are sent out via email.

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Artwork by Year 8 Student



# Extra-Curricular

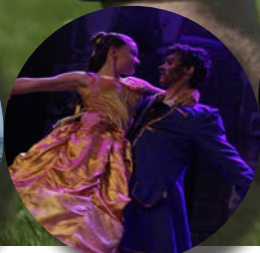
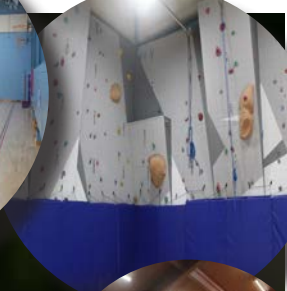
Many students participate in a range of extra-curricular clubs at lunchtime or at the end of the College day.

Details about activities can be found on our website under:

INFORMATION ||||| ▶ EXTRA CURRICULAR ACTIVITIES

Please keep an eye on the website or Parent App for any updates to activities offered.

In the meantime, there are a range of sporting activities being offered by our PE and Performing Arts departments. See the website for further details.



# Vertical Tutoring

We are determined to ensure the education and development of the whole person. We support our students to strive to be valued, contributing members of our College community with the desire to achieve the best for themselves but also for the wider community they live within.

Students have a lead tutor and we also have co-tutors who see their tutor group daily. Every student is encouraged through our vertical tutor system to take advantage of opportunities to act as a leader and mentor to other students. The house system fosters a strong sense of community amongst our young people and the vertical structure within the houses means that pupils of all ages integrate with one another and older pupils can share their experiences and help and support the younger pupils.

In KS3/4, every student is placed in one of our four houses - 'schools within schools' - with Heads of House who are able to track student progress and support them to be the best learners and highest achievers possible.

On a day to day basis, if you have any worries or concerns, the form tutor and Head of House are a students' - and parent's - first port of call. They listen, encourage and support whilst also expecting high standards. They empower the young people to take responsibility for their own decisions and ensure that every individual is provided with the highest level of support.

## Meet our Heads of House



Mike Morgan  
Head of Babbage House



Sally Hinchcliffe  
Head of Gyles House



Alison Marshall  
Head of Davis House



Nicola Ambrose  
Head of Scott House

## Contacting Staff

If you need to contact a specific member of staff (for example, your child's subject teacher) this is best done by email as most teachers teach all five sessions per day, plus have break and lunch duties.

A full list of our staff can be found on our website under **INFORMATION**  **CONTACTING STAFF**. If you already know the name of the staff member, simply use the following format to send an email: use the first initial of the forename, followed by the surname e.g: for Alan Smith: [asmith@kingedwardvi.devon.sch.uk](mailto:asmith@kingedwardvi.devon.sch.uk)

# Our College Systems

## Parents' Evening Booking System

Parents will be notified by e-mail of forthcoming online parents' evenings, together with details of when online booking opens.

Parents visit our website and select their own appointment times either individually or using the automated appointment wizard. Picking times that suit yourself is obviously very appealing. Parents can also let teachers know of any issues or discussion topics for their meeting ahead of time.

Our online booking system can be accessed through our website at:

INFORMATION |||||► PARENTS' EVENINGS |||||► BOOKING SYSTEM

The website also contains step by step instructions. The system is accessed using your personal information, which must match College records or you will experience problems logging in (if this happens please contact the school office).

Please note that if a teacher is not showing on the system then they are either not available for that parents evening, or the booking slot for your child's year is not yet open.

The image shows three overlapping screenshots of the Parents' Evening Booking System website. The top screenshot is titled 'Parents' Booking' and shows a 'Parents/Carers Login Here:' section with fields for Title, Surname, and E-Mail, and a note that fields marked with \* are mandatory. Below this is a section for 'Enter Student Details Here:' with fields for First Name, Surname, and Date of Birth. The middle screenshot is titled 'Parents/Carers' and shows a 'Fields marked with \*' section with fields for Title, Surname, and E-Mail, and a note that fields marked with \* are mandatory. Below this is a section for 'Enter Student Details Here:' with fields for First Name, Surname, and Date of Birth. The bottom screenshot is titled 'Parents/Carers' and shows a 'Fields marked with \*' section with fields for Title, Surname, and E-Mail, and a note that fields marked with \* are mandatory. Below this is a section for 'Enter Student Details Here:' with fields for First Name, Surname, and Date of Birth.



11:19



# Our College Systems

cont'd..

## Communication

At KEVICC, email is our primary method of communication with all parents/carers, and we also use SMS messages to notify of student absences.

We use a parent communication system called Weduc to send emails, text messages, and provide parents with access to everything they need during their child's learning journey with us. Below is a quick summary of some of the benefits it offers:

**Newsfeed** - this will contain all the latest news from the College in an easy to use timeline

**Calendar** - all our term dates, key events, parents' evenings, and other useful information will appear on here

**Messages** - this is where you can see any messages we've sent.

**Parent Portal** - this allows you to see the details we hold about you and your child/children, plus their timetable, teachers, attendance (where you can inform us of your child's absence), plus behaviour, achievement, and reports.

**Notices** - this area will contain information and events or resources specifically for your child

**Forms** - this area contains useful online forms for requesting an absence (e.g. for a holiday), change of contact details, trip consents, and other useful administrative tasks

**Digital Library** - this contains a range of useful documents such as site maps, policies, course guides, and much more (click on the folder next to your name and select 'Shared' to see the documents)

**The Hub** - this is where you can get quick access to web-based systems and resources that the College uses, including Class Charts, Parents Evening bookings, Learning Resources. There are also links here to helpful pages on the College website such as Term dates and College contacts

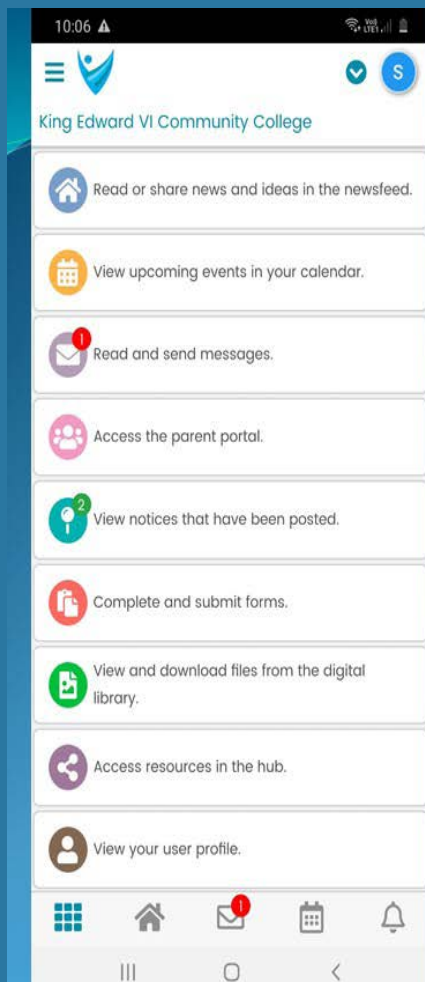
**Payments** - this is where you go to pay for items and trips and to put credit on your child's catering account.

We would encourage all parents/carers to download and explore the system. It has been designed with you in mind as a way of making everything more accessible, easier to find, and to reduce the number of different websites and systems you need to access.

Enrolment information will be issued by email separately.

# Communication cont'd..

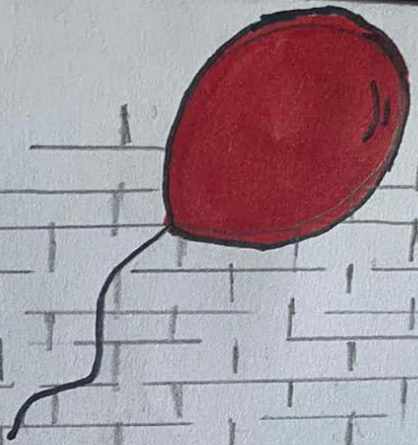
Mobile screen view of the parent communication app menu:



## KEVICC Parent App



- All KEVICC messages in one place
- KEVICC Newsfeed, calendar and events
- Parent Portal:
  - View your personal details we hold
  - See your child's progress reports
  - View your child's timetable and teachers
  - See attendance, achievement & behaviour
- Reminders and alerts for key dates
- Online forms and consents
- Key policies and documents in one place
- Links to key systems and learning resources
- Use on a smartphone, PC, laptop or tablet
- 95% of our parents/carers using it



Artwork by Year 10 Student



# *Notes*

**We want to make this important transition as easy as possible, for everyone.**

**If you have any questions please contact the College on 01803 869200.**

**[administration@kingedwardvi.devon.sch.uk](mailto:administration@kingedwardvi.devon.sch.uk)**

**[www.kingedwardvi.devon.sch.uk](http://www.kingedwardvi.devon.sch.uk)**