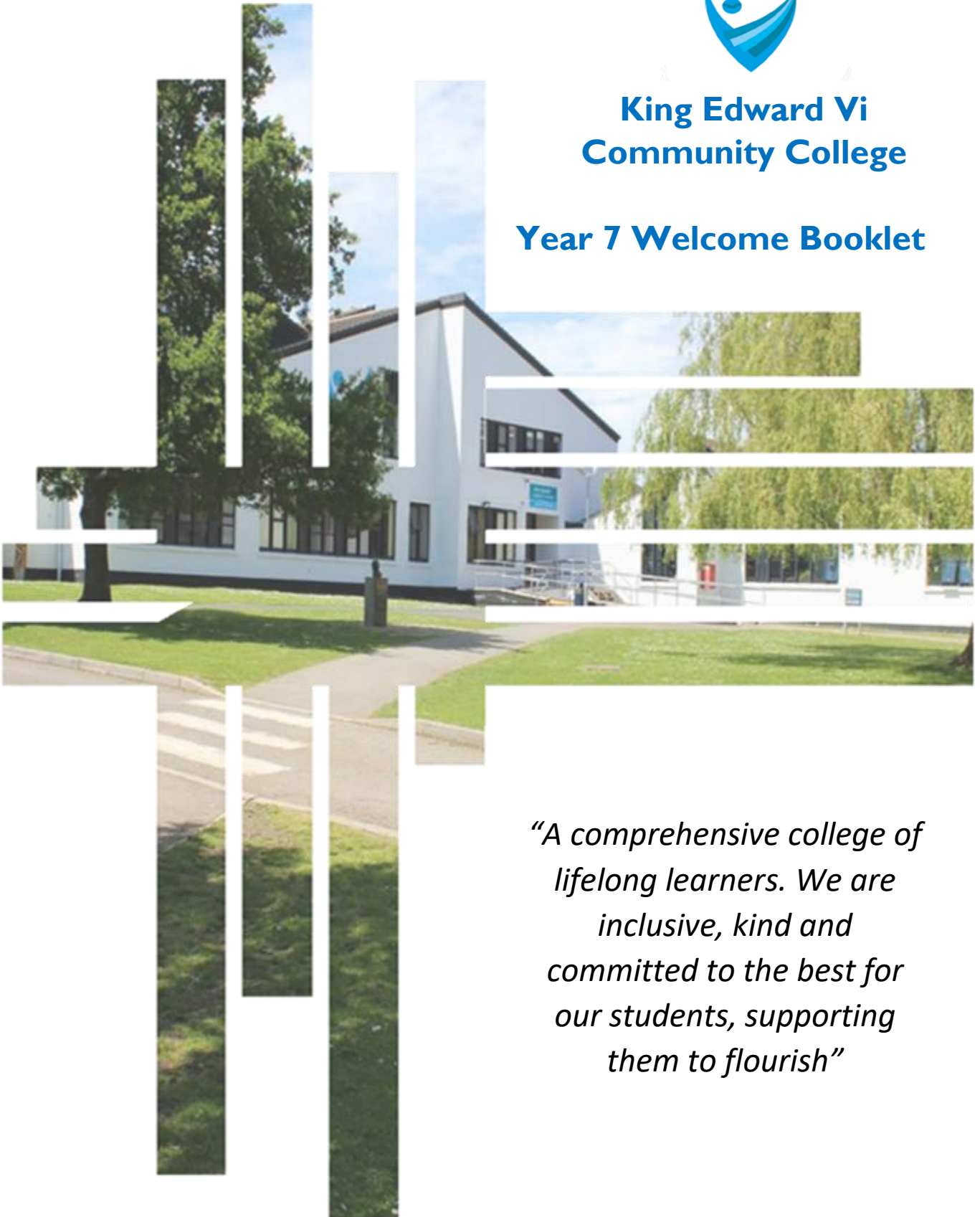




King Edward Vi Community College

Year 7 Welcome Booklet



*"A comprehensive college of
lifelong learners. We are
inclusive, kind and
committed to the best for
our students, supporting
them to flourish"*

Ready

Respectful

Safe

Letter from the Principal

Dear Parent/Carer

Confirmation of School Place at King Edward VI Community College (KEVICC) for September 2024

I am delighted to learn that your son/daughter has been offered a place at KEVICC as a Year 7 student in September 2024, and offer you a warm welcome to our college community. We hope the years they will spend with us will be both happy and memorable.

We recognise this next stage of learning and development is an exciting time as students move into secondary education and we would like to assure you the College is committed to providing an outstanding learning experience for all our students. It is our ambition that students will leave school as confident, successful and responsible young adults, ready to face the challenges that the world has to offer.

We are really excited about the opportunity to work with our new students over the next seven years, guiding and supporting them through the next stages of their academic journey. Our commitment is to provide a challenging and engaging learning experience. We are confident that with their hard work and the wonderful teaching staff here at KEVICC, the journey will be a rewarding one.

Although starting secondary school may seem like a daunting experience, we know that the relationship between Parents and Staff is vital in supporting students' learning and well-being. Therefore, we have planned a number of events to help ease our new Year 7 students into life at KEVICC. The first of these, a **Welcome Evening** will be held on **Tuesday 12th of March, at 6:00pm. This will be a virtual meeting via Microsoft Teams (joining details to follow)**, where you will be able to meet me, as well as other key members of the School Leadership Team. During this particular evening you will also receive further information to support your child through the transition process

Welcome Evening – Joining Instructions

New parent welcome evening – **Tuesday, 12 March · 6:00 – 7:00pm**

We will be sending you more information about the College and what we will be doing to support the students starting here in September over the next few weeks but in advance of this please find some important dates for your diary below:

- Year 6 Induction Days (Students only) – Monday 1st and Tuesday 2nd July 2024
- Year 6 Parents Information Evening (Parents only) – Tuesday 2nd July 2024
- **Thursday, 5th September, 2024 - First day of the Autumn Term**

Future communications:

You should have received this information both electronically and by post (to the email and postal address you supplied when applying for a secondary school place).

If you did not receive this information to your postal or email address, please contact us at the College to ensure the details we have on file for you are correct (if you didn't receive the electronic communication, please check your spam/junk mailbox before contacting us). If receiving communication via email presents any problems for you, please let us know at the first opportunity to ensure you don't miss any of the information we will be sending to you during the coming weeks. **Please be aware that our preference as a college is to communicate electronically wherever possible.**

We look forward to working in partnership with you over the coming weeks and welcoming your child into the KEVICC community. If you have any further queries, please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alan Salt', with a stylized flourish at the end.

Alan Salt
Principal

Welcome to KEVICC

Welcome to King Edward VI Community College. We are so pleased you have chosen to begin the next chapter of your life with us and we are very much looking forward to meeting you.

In the following pages we have put together all the key information about life at KEVICC including what you will need to bring, what our uniform is, who you can speak to if you are worried and answers to lots of other questions that you might have.

Meet the team



Alan Salt
Principal



Sam Battershall
Deputy Principal



Natalie Clark
Assistant Principal -
Inclusion



Daniel Gillard
Assistant Principal -
Behaviour



Taylor Smart
Pastoral Lead for Year
7&8



Alison Marshall
Head of Davis House



Sally Hinchcliffe
Head of Gyles House



Nicola Ambrose
Head of Scott House



Mike Morgan
Head of Babbage House

KEVICC Key Principles

We expect all our students to follow the KEVICC Code of Conduct within the College Day on trips and visits off site and on their journey between home and College. Everything we do at KEVICC is underpinned by our key principles and has the best interests of the student at heart.

Ready	Students are encouraged to maintain high expectations of work and behaviour, in order to ensure they reach their full potential, through stimulating and inspiring learning experiences. All students should be in the correct uniform, complete homework on time, have all the correct equipment and be on time to their lessons.
Respectful	Students should treat everyone (staff and students) with respect. Always be a good representative of the College, including during the journey to and from college. Treat the College site with respect and follow the Behaviour for Learning Policy.
Safe	Students should talk to their tutor, member of the pastoral team or another teacher if I have any worries or concerns. Students should report concerns about visitors, facilities or online safety to a member of school staff.



Home College Agreement

Staff and Governors at KEVICC believe that students will have the **best opportunity to achieve their full potential** if the College, parents and students themselves work **together in partnership**.

Article 28: Every child has the right to an education. You should be encouraged to go to school to the highest level possible. Discipline in schools should respect children's dignity.

As a STUDENT, I will:

- **Respect MY right to a good education**
- Read and follow the **Behaviour for Learning Policy**
- **Consistently** demonstrate and role model **Ready, Respectful and Safe behaviours and expectations**
- **Attend** College regularly and **on time**, avoiding **ALL** unnecessary absences.
- Be **prepared** for the College Day wearing correct uniform, with the equipment for the day

As a PARENT/CARER, I will:

- **As a duty bearer, uphold my child's right to a good education**
- Read and support the **Behaviour for Learning Policy**
- Ensure my child **attends regularly** and **punctually** as required by **law**; avoid ALL unnecessary absences, including holidays during **term time**
- **Prepare** my child for the College Day wearing correct uniform and with the equipment for the day
- **Communicate** with **all staff** at King Edward VI Community College in a **respectful manner**

As a member of STAFF, I will:

- **As a duty bearer, uphold a child's right to a good education**
- Fulfil the legal duty to **keep students safe**
- **Implement** the **Behaviour for Learning Policy**
- Reinforce and role model **scholarly behaviours and expectations**
- **Implement** the College's **curriculum intent**

As a GOVERNOR, I will:

- **As a duty bearer, uphold a child's right to a good education**
- Carry out the **legal responsibilities** to the College
- Provide **College policies** that care for every student
- Ensure that **funding** received by the College will be used **responsibly**
- **Visit** the College **regularly** for both statutory meetings and to stay **informed** of progress

How can parents help?

Whilst we encourage our students to be largely responsible for what they do, your supporting role is paramount in helping with your child's education. Your interest and guidance will help to promote a positive work ethic and help students recognise the value of their school education. We ask parents to support us by:

- ☐ regularly checking your Class Charts account and enabling push notifications on the app. This way you can keep up to date on all your child's homework and completion rate and be informed of events that happen during the day including praise points and behaviour interventions.
- ☐ regularly checking the presentation of your child's exercise books. Written work can be checked for general presentation e.g. spelling, handwriting and layout. Revision work can be tested and students can discuss with you what they have done. Encouraging your child to evaluate their own work is important.
- ☐ making sure your child comes to school each day with the correct school uniform, equipped with books and materials and is on time. Using the student handbook and packing school bags the night before can help with organisation.
- ☐ contacting the school immediately if you feel your child is unhappy about any aspect of their school life.
- ☐ helping us to keep your child safe by dropping off and collecting your child well away from the school gates at busy times.
- ☐ promoting the importance of keeping up to date with school work and meeting deadlines.
- ☐ giving your child lots of praise and encouragement for their successes at school. Keep reminding them that hard work does have its rewards. Show a real interest in their education.
- ☐ promoting the value of independent reading. Ask what books your child is reading at school. Seeing other family members reading can help enormously.
- ☐ encouraging your child to participate in extra-curricular activities within school. They will make new friends with similar interests.
- ☐ trying to create some learning opportunities at home by discussing the news, television programmes and most importantly discussing how their day went at school.
- ☐ encouraging realistic targets and ambitions, but keeping expectations and aspirations high.

In order to ensure that we can communicate effectively with parents we kindly ask that all parents download the Class Charts app.

What is the Class Charts App?

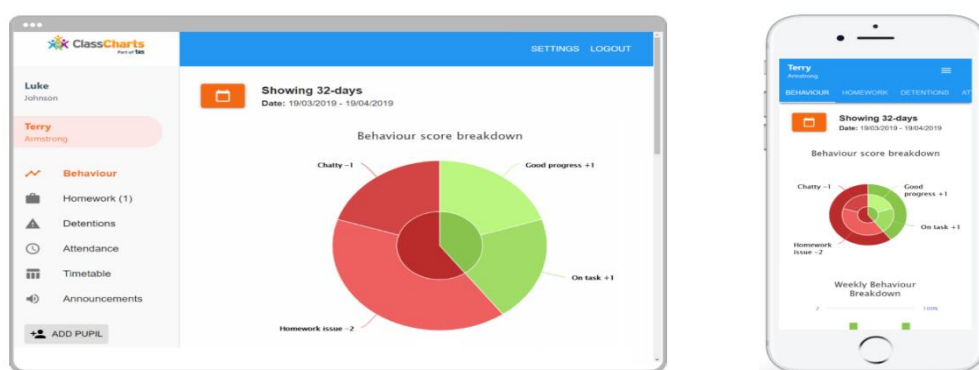
The Class Charts app is designed to increase the parental engagement between Parents and Schools by sharing key information about their children's day to day school information. You can also see a detailed breakdown of your children's attendance, timetable and homework.

What is a push notification?

A push notification is an automated message sent by an application to a user when the application is not open.

How will this work?

The Class Charts app is available in both Android and Apple formats. It is essential that once the app is downloaded, users ensure that they have set their permissions to 'allow push notifications'. Once this is in place, the user will receive automated messages regarding their child. An example is below. When you join with us in September you will be given a code so you can sign up to the app.



What if the Class Charts app is not an option for me?

We are committed to ensuring that we continue to develop communication systems that are effective and allow the school to engage with parents. We believe that the Class Charts app and notification systems will enhance this. As such, we would encourage all parents to support this system. We are happy to provide technical support with the download and permissions process. This can be accessed by contacting Student Support.

If there is a reason that you cannot be contacted by automated message due to poor signal/WIFI coverage or other reasons, please make the school aware as a priority and we will endeavour to communicate by other means.

How can I get started?

At the beginning of September, all parents will receive an email with an invitation to login into Class Charts and a prompt to download the Class Charts app. Following these links will allow you to get started.

If you are having issues setting up your account, please email your child's Pastoral Lead or Daniel Gillard – these emails can be found on the last page of this booklet.

Starting at KEVICC

1. Uniform and equipment

All uniform can be ordered from the Lawson website -

<https://www.lawsonshop.co.uk/totnes/>

Please note that school trousers, shorts, skirts and shirts can be purchased from other suppliers (anything that doesn't have a college logo). Equipment, such as a scientific calculator, can be purchased in college along with geometry sets but the rest of their equipment will need to be purchased elsewhere.

2. Set up your ParentPay account.

Load money onto cashless catering if you would like your child to use the catering outlets at break and lunch times. The easiest way is to use the Parent Pay portal on the college website. You will be sent an activation letter from Finance, which will contain your username and a one-time password. This will be needed to set up your account. When you top up using this, the money is added instantly into your son/daughter's account. Students can add cash to this system via one of the pay-in machines at College.

Free School Meals (FSM) student's money is added automatically and parents can further top up if they wish to.

3. Extra-Curricular

Have a look at the KEVICC website and at the Extra-curricular page of this booklet to think about what clubs you would like to get involved with at KEVICC. Hit the ground running by knowing what there is already and make the most of the great opportunities that KEVICC has to offer. We also hold an incredible enrichment fair in the first Autumn Half Term for Year 7 and 8.

4. Transport.

During the summer break all students travelling into College by school transport will receive a letter, booklet and their bus pass, with all the information they need including contact information for arranging transport. The Devon County Council number is 01392 383000 and select transport when prompted.

5. After enjoying a long summer holiday, students join us on Thursday the 5th of September 2024

Arrive at College by 8.40am for your first day, go straight to the Theatre. Don't forget to bring: a bag big enough to hold folders/books, a water bottle, and the equipment needed for the day.

Equipment

It is important for students to be organised and bring the correct equipment to College on the right day. For example, PE kit on PE days or catering ingredients when you are cooking in Technology. All students are expected to be fully equipped for their day of learning with the key items listed below. Many students will bring additional equipment such as highlighters, colouring pencils, glue, scissors, etc which they will find very helpful.

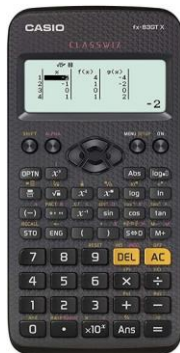
In addition, students will also need a calculator for Maths lessons and other subjects. The Maths department suggest students to purchase the following calculator as they are suitable to use from Years 7 to 11: **Casio fx-85GT**

Students will also need a sturdy, large bag to carry their equipment back and forth to College each day including their PE kit, a drinks bottle and possibly a lunch box as well as their pencil case, planner and reading books.

Student **MUST** have the following equipment. If you feel you may need support in supplying this for your child, please contact a member of the pastoral team for support early in the school year.

Equipment Check list:

- Paper timetable (you will be given this when you start)
- Drop and Read Book (if year 7 and 8)
- Pencil Case (black pens, pencil, purple pen, rubber, ruler, pencil sharpener)
- Maths's equipment (compass, scientific calculator, protractor)



We ask all students to take responsibility of their learning by **being prepared** for school every day. They must make sure they are bringing in the correct equipment and be **ready** to learn.

Uniform

The following are only available through Lawsons in Totnes:

- **College jumper** (Navy Jumper with college logo)
- **College Hoodie** (Navy hoodie with college logo)

The following can be bought through Lawsons or other suppliers:

- **Plain blue shirt** [short or long-sleeved option] with college logo if bought through Lawsons;
- **Plain black tailored trousers** [formal suit style] with an optional plain black belt or
- **Plain black tailored skirt.**

Please note:

1. Shoes

Plain black leather/leather-look smart with no logos or markings – must be polishable (no suede). No trainers, trainer-style or canvas shoes. A selection of acceptable and non-acceptable shoes and brands are contained within this document.

2. Tights

Tights should be plain black or plain neutral in colour and not patterned.

3. Outdoor Coat

Students need an outdoor coat for college. It must be removed in lessons along with any outdoor hat.

4. Jewellery

Jewellery should be kept to a minimum and where ever possible not worn in college, any jewellery that may cause a potential safety risk such as hooped earrings must never be worn in college.

5. Uniform

Students are expected to wear their uniform on the journey to and from college. Students are expected to wear uniform on offsite visits, except where a practical activity necessitates otherwise.

6. Mobile Phones

Mobile phones may not be used anywhere in the College during the college day. If a student has a mobile phone, it must be kept switched off in their bag. If a student is caught using their phone, this will be confiscated and sent to student services.

Examples of acceptable Uniform:



Physical Education

There are so many opportunities for you to get involved in sport at KEVICC! All of the clubs on offer are FREE and available to EVERYONE. It doesn't matter if you are a world champion or whether you are trying something for the very first time -you will be very welcome! Afterall you won't know if you like something until you've given it a go. My advice is try everything once and see what you enjoy the most. It's a great way to learn some new skills and meet new friends too!

Equipment is all at College, so you don't need to bring your own hockey sticks/ tennis rackets etc. but of course you can if you like and store it in the PE Office so you don't have to carry it around all day.

All we ask is that you have the correct KEVICC PE kit and your own gumshield and shin pads when needed. The KEVICC PE kit is:

- Royal blue polo shirt with KEVICC logo
- Shorts (boys) with KEVICC logo
- Shorts, Skorts &/ or Leggings (girls) with KEVICC logo
- KEVICC Sports Socks
- White ankle socks
- Trainers (non-marking soles essential)
- Football boots are required for activities on the fields; boys will require these for PE
- Shin pads are compulsory for Rugby, Football and Hockey
- Gum shields are compulsory for Rugby and Hockey

We enter lots of leagues and compete in numerous fixtures against other schools, so if you're keen to represent the College, we ask that you attend training regularly. PE and Sport at KEVICC is about Enjoying, Learning and Performing, in that order! We hope that you are as excited to join us as we are to welcoming you.

No Phone Zone

KEVICC is a safe learning environment and mobile phones do not have a place in this.

Mobile phones must not be visible or switched on at College at any point.

If students do have their phones out they will be expected to hand them over to a member of staff. The phones are then held securely to be collected at the end of the day. If it happens on more than one occasion parents/carers may be contacted to collect it.



Shape of the day

At KEVICC there are five lessons in a day that are an hour long. We have Registration in the morning with your tutor which lasts 30 minutes and you will be reading for some of this time.

<u>Period</u>	<u>Start</u>	<u>End</u>
Tutorial	8.50	9.15
Session 1	9.15	10.15
Session 2	10.15	11.15
Break	11.15	11.40
Session 3	11.40	12.40
Session 4	12.40	13.40
Lunch	13.40	14.15
Session 5	14.15	15.15

Reading at KEVICC

Reading sets the foundation for successful learning. Reading will help you to achieve greater things in all of your subjects and is also good for mental health. At KEVICC we love reading. For most of your morning tutorial slots, you'll be group reading with the rest of your tutor group exploring the KEVICC reading canon texts. Here your tutor will be reading out loud whilst you are following in your own copy of the book. We have selected the best books to read and you'll encounter at least 3 different books during the morning tutorial slots in Year 7. Of course, we want you to also read outside of this time. We have an incredible library and are always keen to celebrate reading accomplishments and hope that all Year 7 students are also reading outside of the college day as a form of rest and relaxation.

Home Learning

At KEVICC we know that Home Learning is an important part of setting you up for the best possible future. We also know that we must all work together to achieve a health work-life balance. You can expect to receive Home Learning from each subject area.

For a Year 7 student you can expect to be set 2 pieces of Home Learning a day and each task should take no more than 20 minutes.



We set all of our Home Learning on the Class Charts which you can access online or through the app. It will provide useful reminders in order to help manage your time. Your parents will receive log in details for the Class Charts app so that they can help and support you with your Home Learning.

You will also receive a log in for Sparx which is a brilliant online maths platform that you will be completing your maths home learning on.

We are a UNICEF Rights Respecting School

What does it mean to be a rights respecting school?

The Rights Respecting Schools Award puts children's rights at the heart of schools in the UK. Unicef works with schools in the UK to create safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive. Unicef's Respecting Schools Award embeds these values in daily school life and gives children the best chance to lead happy, healthy lives and to be responsible, active citizens.



Together young people and the school community learn about children's rights, putting them into practice every day. The Award is not just about what children do but also, importantly, what adults do. In Rights Respecting Schools, children's rights are promoted and realised, adults and children work towards this goal together. The Award recognises a school's achievement in putting the United Nations Convention on the Rights of the Child into practice within the school community and beyond.

What are the children's rights?

The United Nations Convention on the Rights of the Child, or UNCRC, is the basis of all of Unicef's work. It is the most complete statement of children's rights ever produced and is the most widely-ratified international human rights treaty in history.

The Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights. Every child has rights, whatever their ethnicity, gender, religion, language, abilities or any other status.

Below are the articles focused on at KEVICC:

<p>Article 3 (best interests of the child)</p> <p>The best interests of the child must be a top priority in all decisions and actions that affect children.</p>	<p>Article 12 (respect for the views of the child)</p> <p>Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.</p>
<p>Article 28 (right to education)</p> <p>Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights.</p>	<p>Article 29 (goals of education)</p> <p>Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.</p>



Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can

Try your hardest.
Be resilient and positive

Follow staff instructions to support them in upholding everyone's rights

Focus on your work and allow others to do the same

Be the best version of yourself

Follow the commitments made in the Home School Agreement

Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people

Arrive on time, with full equipment and in correct uniform

Listen respectfully when others are talking

Celebrate the success of others and encourage each other to achieve high standards

Speak to staff and students respectfully and with kindness at all times

Value and protect our learning environment

Wellbeing at KEVICC

Health and wellbeing are key ingredients to making sure you have a rich and fulfilling student experience. We recognise that it is much more difficult to learn and enjoy student life when practical and personal difficulties get in the way. We work with Early Help 4 Mental Health (EH4MH) and Child and Adolescent Mental Health services (CAMHS) for students that need additional, specialist support. However, at KEVICC we also offer a wide range of ways to support student wellbeing for all.

PSHE

We have a comprehensive PSHE programme that covers:

- Mental health and wellbeing.
- Physical health (including healthy lifestyles and first aid).
- Learning about safe, healthy relationships and sex (including understanding consent, negotiating life online, intimate relationships).

Tutor groups and tutorial sessions

All year groups are supported with a tutorial programme that has a focus on student wellbeing. Students are signposted to the self-help materials that can be accessed in a range of formats including books from the main library, websites such as Kooth.com and mobile phone apps such as Headspace and Calm.

Mental Health Ambassadors (MHA)

We have an extremely successful Mental Health Ambassador programme led they offer peer mentoring sessions to students and wellbeing support groups. In these sessions they can explore ways to keep mentally healthy, stay active and balance work with guidance on relaxation and mindfulness techniques.

Extra-Curricular:

We offer lots of extracurricular opportunities at KEVICC. Below on the next page is a list of what we are currently offering this academic year. We also hold a fantastic enrichment fair at the start of each school year for students to learn more about the opportunities and clubs we offer.

	Lunch	After School
Monday	LGBTQ+ - Rm62 Chess & Board Games - Library Computer Club—Rm2 STEM/Fab Lab –R9a Sing Squad—Rm 21	Grease—Solo Rehearsals—Rm21
Tuesday	Chess & Board Games - Library Dance Yr7&8 - Rm 24 Photography - Rm35 MFL (KS3) - Rm27 Computer Building—Rm 28	Grease—Whole Cast Rehearsals Theatre
Wednesday	Debate Club – Rm 25 Dungeons and Dragons – Rm 28 Creative Writing Club - Rm 163	Band Practice—Music Practice Rooms
Thursday	Mental Health Ambassadors— Rm 23 Tutor Time Sing & Sign—Rm 20 Book Club—Library Computing for Girls—Rm 28	Grease—Principal Cast Rehearsals Theatre Grease- Band Rehearsals – Rm20 Humanities Film Club—Rm45
Friday	Technical Theatre Club - Rm22 The Leaky Cauldron Club - Rm 62 Dramatizers—Rm 25	



	Before School	Lunchtime	After School
Monday		Yr7 & 8 Indoor Football Sports Hall	Rugby—All years Astro
Tuesday	Boys Gym Club Fitness Suite	Girls Gym Club Fitness Suite Bouldering—Sports Hall	
Wednesday	Girls Gym Club Fitness Suite	Yr7&8 This Girl Can Redworth Gym	Girls Rugby Astro
Thursday	Boys Gym Club Fitness Suite	Multi Sports Sports Hall	Netball Sports Hall
Friday	Mixed Gym Club Fitness Suite	Parkour - Gym Yr9 Sports Leaders	

Awards

At KEVICC there are lots of ways that we reward your effort and hard work. In lessons you will earn stickers which add up to commendations. These commendations are awarded weekly by your tutor to celebrate your amazing hard work. All of your commendations then add up to larger awards at certain amounts. They are:

King Edward VI Community College


Tutor Award

This certificate is awarded to:

.....


for modelling outstanding behaviours to others and achieving **over 50 Praise Points**.

Ready ★ Respectful ★ Safe



Signed:

Date:



How do you achieve Praise Certificates?	
50 Praise Points	Tutor Award
100 Praise Points	Head of House Award
150 Praise Points	Principals Award
200 Praise Points	Governor's Award
250 Praise Points	Exceptional Contribution Award

King Edward VI Community College

Exceptional Achievement Award

This certificate is awarded to:

.....

for modelling outstanding behaviours to others and achieving **over 250 Praise Points**.


Ready ★ Respectful ★ Safe



Signed:

Date:






Maths Student of the Week

Year 7


This certificate is awarded to

.....



Signed:

Date:



Each week your tutor will also choose a tutee of the week. These awards are then given out in assembly for all of us to celebrate those students together. I look forward to celebrating the many successes you are going to have with us.

King Edward VI Community College


Tutee of the Week

This certificate is awarded to:

.....


for modelling outstanding behaviours across the college all week.

Ready ★ Respectful ★ Safe



Signed:

Date:



Attendance

Regular attendance is critical for students to make good progress and enjoy learning. We take a whole College approach to maintaining excellent attendance; it is the joint responsibility of parents, students and staff. Being at College is a very important part of any young person's life. It enables them to learn to make friends and to gain important qualifications and to develop a variety of skills which will prepare them for adult life. College and parents/carers are partners in making this a success. Most of this opportunity is by ensuring a high level of attendance is maintained.

Hours Lost in Learning:

Description	Attendance %	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100% 99%	190 days 188 days	0 2	0 10
Good	98% 97%	186 days 184 days	4 6	20 30
Satisfactory	96%	182.5 days	7.5	37.5

Description	Attendance %	Actual Attendance	Whole Days Absent	Learning Hours Lost
Cause for Concern	95% 94% 93% 92%	180.5 days 178.5 days 176.5 days 174.5 days	9.5 11.5 13.5 15.5	47.5 57.5 67.5 77.5
Unsatisfactory	91%	173 days	17	85
Serious Cause for Concern	90% 89% 88% 87% 86%	171 days 169 days 167 days 165.5 days 163.5 days	19 21 23 25 26.5	95 105 115 125 132.5
Critical	85%	161.5 days	28.5	142.5

Reporting student absence

Contact the College as soon as possible preferably before 8.30am by ringing: 01803 869200 and follow the instructions for reporting an absence (select attendance when you are given a list of options). Please state clearly your child's name, tutor group, the reason for the absence and if possible, the expected return date. Please ring each day your child is absent to ensure our records are kept up to date for wellbeing purposes.

We ask that parents try to arrange any dental/medical appointments outside of the College Day as not to impact upon attendance. Please do not book any holidays during term time as not only will this negatively impact a student's progress but Devon County Council could issue a fine.

Food glorious food

We have a fantastic canteen at KEVICC which offers a great variety of meals, we also have our snack shack which opens in the summer term for students to use.

Breakfast

Before the start of the College Day the canteen is open for you to buy a hot bacon or egg roll or croissant and a selection of fresh fruit options and drinks, both hot & cold. Also, if you are a bit of an early bird we run a breakfast club where you can come grab a bite to eat and start your day off right.

Break and Lunch

There are several catering outlets where you can purchase food at either break or lunch time.

- Snack Shack - (outside cabin next to English block with covered outdoor seating area) sells sandwiches, baps & wraps ranging from £1.20 - £2.00 or hot soup & a roll on a meal deal for 97p! Please note - this is only open in the summer term.
- Canteen - selling sandwiches, wraps & baps ranging from £1.20 - £2.00, a range of pasta pots & salad pots and a hot meal.



Snacks

All the outlets have a range of cold drinks, fresh fruit options, veg sticks with dip pots, traybakes/cakes and snacks like jelly pots and lentil waves, on offer throughout the day to supplement the main offer at each one.

To buy food during your first few days at college you can pay with cash until you are set up with your fingerprint (this doesn't take long).

Topping up your account

You can top up your account at using Parent Pay or use the finger print kiosk in the canteen to add cash. If you experience a problem please contact -

finance@educationsouthwest.org.uk

Below is an example of our menu:



PRICE LIST



**ALL ITEMS ARE AVAILABLE AT
BREAK 1 AND 2 UNLESS NOTED
BELOW**

Pasta		Pasta Bakes		Rice		Example Specials	
Tomato & Basil Pasta	£2.15	Macaroni Cheese	£2.15	Chicken Tikka Masala	£2.15	Chicken Chow Mein	£2.15
Meatballs in Tomato Sauce	£2.15	Meatballs Pasta Bake	£2.15	Chicken Korma	£2.15	Chicken Goujons and Chips	£2.15
Bolognaise	£2.15	Pasta Specials	£2.15	Chilli Con Carne	£2.15	Chicken Parmigiana with	£2.15
Baked Bean Pasta	£2.15					Diced Potatoes	

Specials will vary throughout the year

HOT DELI

Pizzini	£1.83
Pizza Slice C&T	£0.97
Pizza Slice Pepperoni	£0.97
Southern Fried Chicken Burger	£1.88
Chicken Goujons x 3	£1.88
Cheeseburger	£1.88
Sausage Roll	£1.40
Small Pasty	£1.72
Panini Cheese and Bacon	£2.47
Panini Sweet Chilli Chicken	£2.47
Panini Cheese & Red Onion	£2.47
Panini BBQ Chicken & Cheese	£2.47
Cheese Twists	£1.61
Bacon Baguette	£1.72
Hash Browns X 3	£1.18
Spicy Wedges	£1.61
Chips (Friday Only)	£1.61

COLD DELI

Fresh Fruit	£0.54
Fruit Pot Watermelon	£1.40
Fruit Pot Mixed	£1.40
Baguette BLT	£2.47
1/2 Baguette BLT	£1.29
Baguette Chicken Bacon & Mayo	£2.47
1/2 Baguette Chicken Bacon & Mayo	£1.29
Baguette Chicken Mayo	£2.47
1/2 Baguette Chicken Mayo	£1.29
Baguette Ham Salad	£2.47
1/2 Baguette Ham Salad	£1.29
Baguette Cheese Salad	£2.47
1/2 Baguette Cheese Salad	£1.29
Filled Pretzel roll Pepperoni	£1.72
Filled Pretzel Roll Cheese	£1.72
Filled pretzel Rolls Ham	£1.72
Wrap BBQ Chicken	£2.15
Wrap Chicken Mayo and Lettuce	£2.15
Wrap Cheese Salad	£2.15
Wrap Ham Salad	£2.15
Chilled Basilico Pasta pots	£1.61
Chilled Pesto Pasta Pots	£1.61
Caesar Salad	£2.47
Chicken & Bacon Salad	£2.47
Cheese Salad	£2.47

BREAKFAST BAR

Bacon and Cheese Turnover	£1.94
Croissant	£1.02
Cinnamon Swirls	£1.02
Chocolate Twists	£1.02
Pain Au Chocolate	£1.02
Hash Browns X3	£1.18
Fresh Fruit	£0.54
Fruit Pot Watermelon	£1.40
Fruit Pot Mixed	£1.40

COLD DRINKS

Fruit Juice	£0.86
Milkshakes	£0.86
Radnor Fizz	£0.97
Radnor Splash	£0.91
Water (500ml)	£0.97

A variety of crisps, biscuits and cakes (cakes only available in break 2) are also available.

Pastoral and SEND support

The culture at KEVICC is about being ‘Kind and inclusive’ and there are lots of amazing members of staff that are here to help you achieve this.

Our **Pastoral Support Team** is here to help support and celebrate students’ successes including intervention such as support, mentoring and signposting. They also act as a close link with parents, carers, students and staff.

Pastoral Leader year 7 and 8:

Taylor Smart - taylor.smart@kingedwardvi.org.uk

Pastoral Leader year 9, 10 and 11:

Jessica Vickery – jessica.vickery@kingedwardvi.org.uk

Pastoral Leaders are teaching roles that work closely with Head of House to provide general support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety. They lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them. The Pastoral Lead for Year 7 also oversees the year 6 to 7 transition process ensuring all students starting at KEVICC are having the best start possible.

Head of House:

Babbage – mike.morgan@kingedwardvi.org.uk

Davis – alison.marshall@kingedwardvi.org.uk

Gyles – sally.hinchcliffe@kingedwardvi.org.uk

Scott – nicola.ambrose@kingedwardvi.org.uk

Head of House are non-teaching staff and are accessible to parents/carers for ongoing support of your child alongside form tutors. If a student has any queries or concerns, their form tutor, or Head of House is the first point of contact. Each Year group also has a pastoral lead who oversees the year group and monitors not only academic progress but attendance and wellbeing.

SEND Support :

SENDCo:

natalie.clark@kingedwardvi.org.uk

SEN Support Team:

kathrin.bastin@kingedwardvi.org.uk – SEN Support

kate.frater@kingedwardvi.org.uk – SEN Support

Our SEND team offers a range of support - these could include:

In-class support, one-to-one, individual support, small group work, mentoring, literacy intervention, ACE, anger management, specialist careers advice and special considerations for public examinations.

Our LSA's also act as mentors for a number of students who need someone to touch base with each week. In some lessons, LSA's will also be present to support students. We also have a room called 'RISE' which is used by students as a safe space. This room is staffed at break and lunchtimes by a LSA and the children often come here to meet their friends and have a safe, quiet place for lunch.

Safeguarding

Designated Safeguarding Officer:

Sam.battershall@kingedwardvi.org.uk

Designated Deputy Safeguarding Officer:

helen.fraser@kingedwardvi.org.uk

Safeguarding underpins everything we do at KEVICC and we recognise that it is everyone's responsibility to safeguard and promote the welfare and wellbeing of our students.

Children are taught to understand and manage risk through our personal, social, health and economic (PSHE) education, with a particular focus on relationships and health. Our approach is designed to help children to think about risks they may encounter and with the support of staff, work out how those risks might be reduced and managed. Discussions about risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner.

Common questions answered for students:

Q: What do I do if I get lost?

A: It is absolutely fine if you get lost, just ask any member of our community and they will be happy to help, there is also a handy map that you will be given to. You can also access Student Services in the Information Corridor who can print you a copy of your timetable.

Q: How many students are at KEVICC

A: There are currently 915 students at KEVICC.

Q: Will I get told off for being late if I get lost?

A: No, it is completely normal to get lost in your first few days and teachers will not tell you off for this. Just ask anyone for directions and they will be sure to help.

Q: Where do I go if I feel unwell?

A: Mrs Leighton -Boyce is the lady to see if you are feeling unwell, she is located in the first aid which is close to the library. If unsure use Heads of House or Student Services.

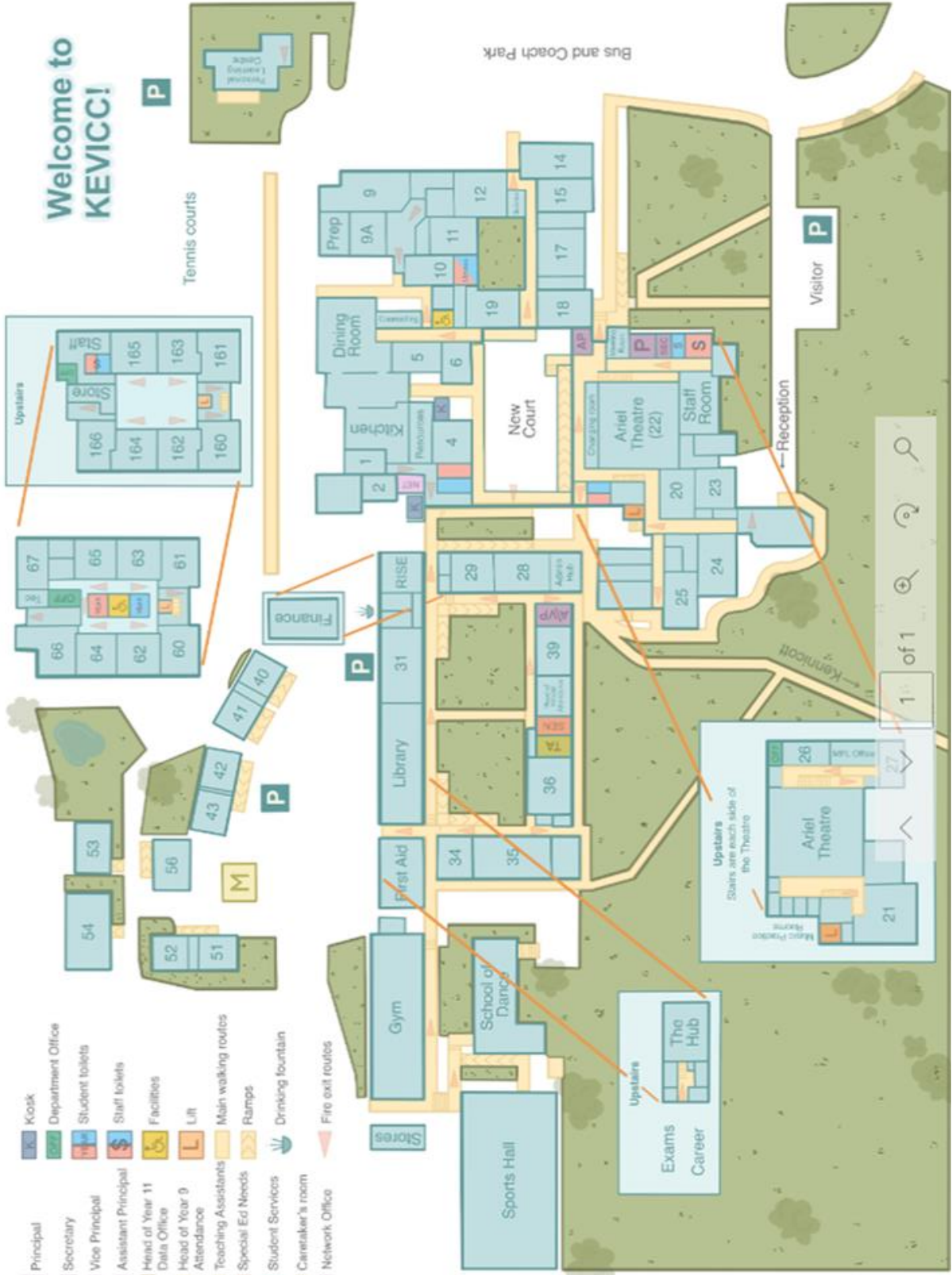
Q: Will I be put in a tutor group with my friends?

A: Your tutor groups are formed by speaking to your primary teachers and thinking about who you work best with.

Q: Who will my tutor and teachers be?

A: You will have an opportunity to meet your tutor during the Year 6 welcome evening in July and we look forward to seeing you then. You will find out who your teachers are on your first day when you get your new timetable.

- P** Principal
- S** Secretary
- VP** Vice Principal
- AP** Assistant Principal
- HO** Head of Year 11
- HO9** Head of Year 9
- TA** Teaching Assistants
- SEN** Special Ed Needs
- SS** Student Services
- M** Caretaker's room
- NO** Network Office
- K** Kiosk
- DO** Department Office
- ST** Student toilets
- STF** Staff toilets
- F** Facilities
- L** Lift
- MA** Main walking routes
- R** Ramps
- DF** Drinking fountain
- FR** Fire exit routes



Welcome to
KEVICC!

P

Tennis courts

Bus and Coach Park

Visitor P

Reception

Kennicott

Upstairs

Stairs are each side of the Theatre

Memo Printer

Staff Office

27

21

26

Ariel Theatre

22

Staff Room

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College Contact information

General enquiries	
College reception	01803 869200 Admin@kingedwardvi.org.uk
Attendance	studentabsences@kingedwardvi.org.uk
Transport Queries	Devon County Council: 01392 383000
For Pastoral information or support please contact the following:	
Pastoral Leader Years 7 and 8	Taylor Smart – taylor.roper@kingedwardvi.org.uk
Pastoral Leader Years 9 - 11	Jessica.Vickery@kingedwardvi.org.uk
Head of House	Mike Morgan – mike.morgan@kingedwardvi.org.uk Alison Marshall – alison.marshall@kingedwardvi.org.uk Nicola Ambrose – nicola.ambrose@kingedwardvi.org.uk Sally Hinchcliffe – sally.hinchcliffe@kingedwardvi.org.uk
Assistant Principal (Pastoral)	Dan Gillard – daniel.gillard@kingedwardvi.org.uk
Safeguarding	Sam Battershall – sam.battershall@kingedwardvi.org.uk Helen Fraser – helen.fraser@kingedwardvi.org.uk
SEND	Nat Clark – natalie.clark@kingedwardvi.org.uk Kat Bastin - kathrin.bastin@kingedwardvi.org.uk Kate Frater – kate.frater@kingedwardvi.org.uk
Finance	finance@educationsouthwest.org.uk
IT Support	itsupport@educationsouthwest.org.uk