

THE COLNE
COMMUNITY SCHOOL & COLLEGE

INFORMATION BOOKLET

Our Core Values

Aspiration - All students, staff, parents and carers will strive for excellence in all areas of life and learning.

Resilience - Never giving up on yourself or others, seeing the best in all of those around us.

Kindness - demonstrating kindness to all irrespective of age, race, religion, disability, gender or sexuality.



ASPIRATION - RESILIENCE - KINDNESS

Welcome to the Colne Community School and College.

This booklet has been written to explain some of the expectations, including the school values of ARK, and to provide a range of information for you. We want your time at the Colne to be an enjoyable experience for all.

Please read the booklet carefully and we would suggest you download a copy for your future reference.

Parents, Students and School Working Together

We know that in order for our students to succeed, the relationship between school and home is vitally important. Like you, we expect our students to be well-behaved, enthusiastic, co-operative and caring individuals. Therefore, the school does not accept poor or disruptive behaviour.

How can I help my child make the best of being at the Colne

A few simple guidelines can make a difference to your child's progress.

- Help and support your child to be prepared and organised for each school day. Get your child into a routine of packing their bag with all the books and equipment needed – ideally the night before, using their timetable to help them.
- Encourage a daily routine for homework – some students like to start homework as soon as they get home, others need time to relax first. The important thing is to establish a regular time every day that your child will do their homework. Check that your child's homework is completed.
- Talk about school with your child. Sometimes children go through phases when they don't want to discuss school or their work, but showing an interest is essential – your praise and encouragement is vital to your child's progress. Children value your praise for their hard work and achievement at home even more than praise at school.
- Encourage your child to take part in the many excellent extra-curricular activities, like clubs, visits, trips, that the school organises. This gives students a valuable wider understanding and outlook on their school life.

How to contact us:

School telephone number: 01206 303511
School e-mail address: mail@colne.school
Colne Community School website: www.colne.essex.sch.uk

Year System

If, at any time, you have concerns or worries about any aspect of your child's schooling, please contact the Year Leader in the first instance. Should there be concerns regarding the dynamics of a Tutor Group, the school reserves the right to move students between Tutor Groups. Parents will be informed.

Email addresses - communications

We use a system called Schoolcomms for emailing letters, newsletters and other communications. Please inform us if you change your email address so that we can update our records.

Time of the school day

The school day begins with registration at 8.40am and students go directly to their form room for a 15 minute tutorial or an assembly session. Students are registered electronically in every lesson and during tutorial time. They are expected to be punctual. The school day ends at 3.05pm for Years 7 and 8, and at 3.10pm for Years 9, 10 and 11.

Lunchtime

Students can buy a wide range of hot food, snacks and sandwiches from the Waves Refectory or eat their own packed lunch.

Extra-Curricular Activities

A timetable of extra-curricular activities will be emailed home every term. Please note that if your child attends a club or PE event it is the parent/carer's responsibility to ensure adequate transport provision is made.

One hour reflections

There may be times when your child is required to stay for an after-school detention, called 'one hour reflections'. Parents/carers will be informed by your child's Year Leader and/or the ClassCharts app. Your support in such matters is greatly appreciated. The school is not responsible for providing transport home when a child is placed in an after-school one hour reflection.

Absence

In the event of absence parents/carers should telephone the school leaving a message on the absence line before 8.30am. State clearly your child's name, form and reason for absence. Please make sure you contact the school each day your child is absent from school.

Please inform the school in advance of any medical appointments your child has. You can write a note to send into school, telephone the school directly or email the school email address at mail@colne.school. Please inform us of the date and time of the appointment and how long your child will be absent from school. Whilst we recognise that some medical appointments, such as consultant appointments at hospital, might not be flexible, please be aware that all medical appointments during school hours lower your child's attendance level. Therefore, dental appointments and doctor's appointments should be made outside school hours whenever possible. Students arriving after registration must 'sign in' at the Main Office.

Student Transport

Free home to school transport is allocated by Essex County Council. If you have a query regarding your child's transport please contact the transport department in the first instance on 0345 6032200. Students allocated free home to school transport are not allowed to travel on any bus other than the one designated by Essex County Council. If students lose or damage their bus pass, they must come to the Main Office to obtain a temporary pass. The cost of a replacement pass is currently £10.00 and is ordered through the current school transport provider. The temporary pass will have a contact number to order the new pass. The procedure for this is explained on the temporary bus pass which would be issued. We expect exemplary behaviour at all times. Misbehaviour or vandalism can result in your child being banned from using home to school transport. The public bus service reserves the right to ban students from their service due to misbehaviour or vandalism.

Sickness in School

If a student is ill, they will be sent or should go to the Medical Room. If a child seems to be too ill to stay at school, we will contact you so that you can collect your child and take them home.

Asthma

Students who suffer from asthma are expected to carry their inhalers with them at all times. We have spare inhalers (used with a spacer) in the Medical Room to be used in an emergency for diagnosed students.

Severe Allergies - Anaphylaxis

If your child has severe allergies and carries an EpiPen, please ensure they carry it at all times, including when in PE at the off-site field. We have spare EpiPens in the Medical Room to be used in an emergency for diagnosed students.

Controlled drugs

Students who are required to take controlled drugs at school will come to the Medical Room at the prearranged time, where they will be supervised taking the medications and it is logged on our Medical Log. All medication must be brought into school by a parent/carer and in its original packaging, clearly marked with the student's name and dosage. An IHCP must also be completed.

Lost Property

Lost property is handed in at Student Reception or PE Department. Please ensure that all items of uniform are named and encourage your child to take care of all personal possessions. All unclaimed lost property will be donated to charity after a certain period of time.

School Uniform

- School uniform must be worn at all times.
- Jewellery is limited to one ring worn on the finger of one hand and one ear stud per ear. Jewellery must be discreet. Other piercings are not permitted.
- Make-up and nail varnish are not allowed in Years 7-9. In Years 10-11 make-up should be limited and discreet. Extremes of fashion or hairstyle are not acceptable. Hair should be natural in colour.
- Items of clothing must not bear slogans.
- All clothing should be marked with the student's name.

Specific items of uniform and PE kit can be purchased through www.yourschoolwear.co.uk. Below is some useful information about ordering online.

We are confident you will find this service efficient and convenient; any questions please contact our customer service department customersupport@angliasportsandschoolwear.co.uk.

Burgundy school blazer available from the online shop at www.yourschoolwear.co.uk.

Clip-on tie available from the online shop at www.yourschoolwear.co.uk. When selecting a tie, you will need to choose **yellow** as the colour option.

Plain white traditional shirt with collar, long or short sleeves.

Plain black, traditional trousers, no jeans or skinny trousers of any type.

The tartan school skirt, only available from www.yourschoolwear.co.uk, may be worn as an alternative to trousers.

Plain black shoes (no boots, fashion shoes or trainers).

A plain dark outdoor coat may be worn. Denim or leather jackets are **not** permitted. Hooded tops or sweatshirts are **not** allowed to be worn in school.

A plain black V neck jumper can be worn under the blazer.

A pair of grip socks/slipper socks for Drama.

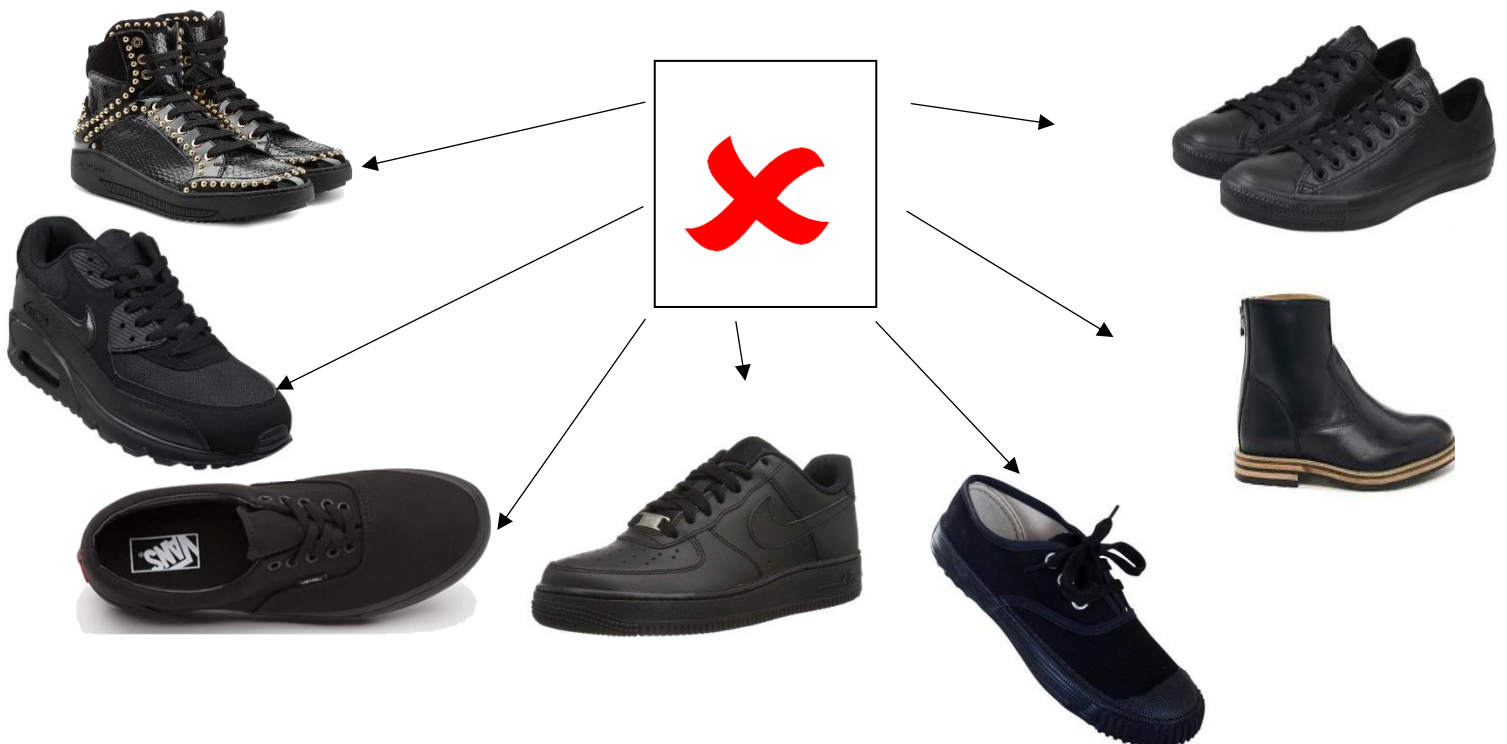
Students should wear their uniform with pride. In particular, shirts must be tucked into trousers or skirts at all times. The top button on the shirt should be done up. In hot weather, the Senior Leadership Team may give permission for blazers not to be worn.

Some examples of suitable school shoes
Plain black, low-heeled (flat), office style

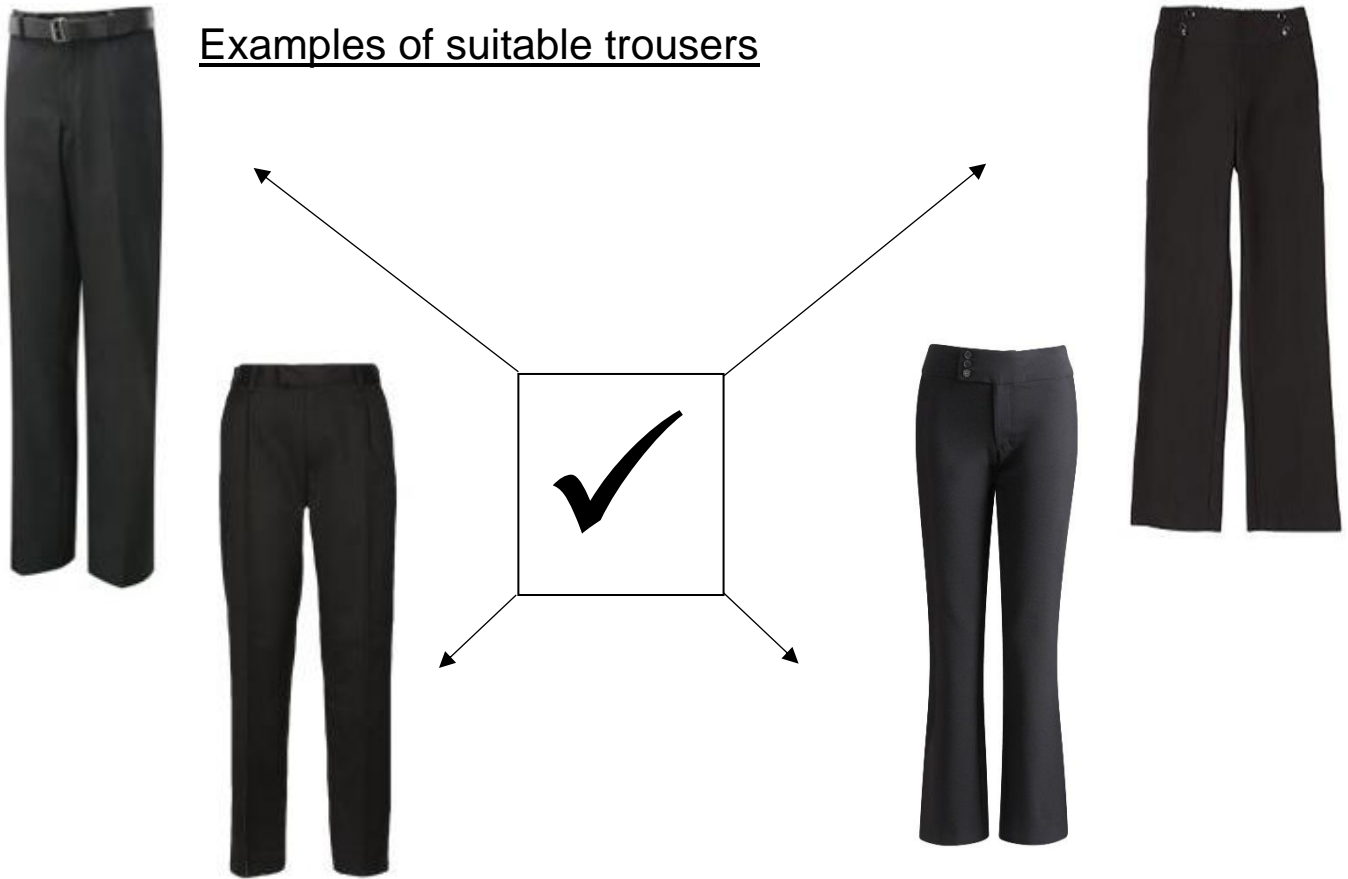


Some examples of footwear that are **NOT** suitable

NO Boots, Trainers, Suede, Canvas or Casual Styles eg Leather Converse or Vans



Examples of suitable trousers



Some examples of trousers that are **NOT** suitable



Physical Education Kit

When doing PE students will need to wear the correct PE kit as outlined below:

Please visit the online shop at www.yourschoolwear.co.uk

BOYS Converse/Vans type shoes are not allowed

OUTDOORS

Rugby shirt with reversible colour (optional)
Colne maroon polo shirt/plain black polo shirt
Maroon sweatshirt (optional)
Black shorts/tracksuit bottoms
Black sports socks
Suitable footwear

INDOORS

Colne maroon polo shirt/plain black polo shirt
Black shorts
Black sports socks
Non-marking training shoes

GIRLS Converse/Vans type shoes are not allowed

OUTDOORS

Colne maroon polo shirt/plain black polo shirt
Maroon sweatshirt (optional)
Black shorts/tracksuit bottoms/Colne black leggings
Black sports socks
Suitable footwear

INDOORS

Colne maroon polo shirt/plain black polo shirt
Black shorts
Black sports socks
Non-marking training shoes

- Colours for the rugby shirt are as follows:- blue, purple, red, green, gold. Colours for girls' tournaments/lessons will be determined by the use of bibs.
- Protective equipment such as shin pads and gum shields are recommended for some activities, e.g. Hockey, Rugby and Football.

PLEASE NOTE THE FOLLOWING:

Students must bring the full, correct kit to every PE lesson and be prepared to participate in the lesson to the best of their ability.

STUDENTS MUST WEAR A PE KIT EVEN IF THEY ARE UNFIT OR UNWELL TO PARTICIPATE IN THE FULL PRACTICAL ACTIVITIES. SUITABLE ACTIVITIES WILL BE ARRANGED FOR STUDENTS WHO ARE UNFIT OR UNWELL.

In cases of injury/illness, students will be expected to assist in the lesson with alternative activities such as officiating, supporting other participants and helping set up lessons with equipment, etc. Only in the worst cases of illness/injury will students not be expected to change into kit. Maximum participation is expected at all times and if the weather is too inclement then indoor activities will be organised. A note from parents/carers is to be produced outlining illness/injury and from this information suitable activities will be planned by the individual subject specialist.

All valuables **must** be handed in to PE staff at the start of each lesson. Members of staff are not responsible for loss, damage or theft of valuables left in the changing rooms, including such items as mobile phones, iPods and MP3 players which are banned under the school's policy.

Jewellery must not be worn for ANY activity. Aerosols are not permitted in line with the school's policy.

Free School Meals - How to register

Please go to the following website to apply for free school meals: Cloudfored

<https://www.cloudforedu.org.uk/ofsm/ofsm-east>

Cashless at the Colne

The Colne Community School and College use a cashless catering system. Each student is registered biometrically to enable them to purchase food from Waves Refectory at break and lunchtime.

Biometrics and Security

Students, parents and staff can be assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint. Only the numbers remain and these cannot be interpreted back into a fingerprint image.

Fingerprint registration is purely voluntary and the vast majority of students use the system. Those parents/carers not wishing their child to sign up must notify the school either in writing or via email to enable their child to use the system by use of a card.

ParentPay

How do I get started?

We will send you an activation letter containing your temporary username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at the Colne. All payments are made via ParentPay, we do not accept cash or credit/debit card payments, this includes dinner money, trips and spare ties.

Parents are able to credit the account in one of two ways:

Via ParentPay: A convenient online method using your credit or debit card. ParentPay offers parents the freedom to top-up their child's account at any time quickly and easily with a debit or credit card. All parents are issued with a secure online account which is accessed with a unique user ID and password. An electronic record of the payments can be viewed online at any time.

Via Paypoint Card: If you are unable to make payments via the online system for school dinners, you can pay cash via the use of a PayPoint card at your local shop. Currently in Brightlingsea you can make top ups to your card in the Co-op - 21-25 Station Road, CO7 0BT or Co-op Superstore, Samsons Road CO7 0RN. A full list of local stores that accept payments can be found online at www.paypoint.com.

To control spending, a whole school daily spend limit is set to £4.50 per day. However, this may not be acceptable to all. On request a different individual daily spend limit can be set by informing the catering office. This must be in writing for the attention of the Catering Manager at the school address or via email to: mail@colne.school.

The system holds individual student records on cash balances, cash received and how, where and what items are purchased on any specific date and time of day. Printouts with this information can be obtained on request from the catering office or by visiting the ParentPay website.

What if the student does not hold sufficient cash balance one day to pay for a school meal?

No student is refused a school meal if their account has insufficient funds. The school will allow the student to borrow 'money' for the one day. However, the student will be expected to repay the loan and re-credit the system.

Useful links and guides on our Website

Parent/Carers can find a comprehensive list of links and guides on our website under the Parent heading.

This includes, Google Classroom, Go 4 Schools, Parents Evening Booking System, ParentPay, Free School Meals and many more.