

GUIDANCE FOR PARENTS/STAFF



CHRIST'S COLLEGE GUILDFORD

**A Church of England School
with Ecumenical Partners**

2024-2025

CHRIST'S COLLEGE
GUILDFORD
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An Academy in The Good Shepherd Trust

Welcome to Christ's College Guildford.

We hope that you will find this guidance book useful. We believe that students in our care make more progress when we work together with parents. We are fully committed to working with you to support your child.

COLLEGE LEADERSHIP TEAM

Vacancy	Principal
Mr P Grundy	Acting Principal and Designated Safeguard Lead
Mrs S French	Vice Principal
Mrs L Starr	Vice Principal
Mr McGarrity	Assistant Principal
Mr S Kennedy	Assistant Principal
Mrs J Fodor	Assistant Principal

College Business Manager
Mrs S Hamer

Chaplain
Vacancy

AEROSOL SPRAYS

Aerosol sprays are a banned item and are **not** permitted to be brought onto the College premises.

ANTI – BULLYING POLICY

Everyone has the right to be treated with respect. With this right comes the responsibility of treating others with respect.

The College has a clear Anti-Bullying Policy, which recognises that bullying exists in all institutions and that to reduce, or eradicate bullying depends on the co-operation of students, parents and staff.

All of us have a responsibility to help – we will not pass by if we see anyone being bullied – we will either deal with it ourselves or get help. If we have knowledge of bullying, it is our duty to let someone know.

A variety of sanctions will be used to combat bullying.

The College will offer support and counselling to both the victim and the bully.

A senior member of staff will deal with persistent bullying and at this stage, the community liaison police officers may be involved.

If your child experiences bullying in any form, please inform his/her Progress Leader straight away or email bullyingconcerns@christscollge.surrey.sch.uk.

APPEARANCE

Christ's College has high standards and expectations for every student's appearance. All students are encouraged to take pride in their personal appearance. Uniform must be worn in College at all times, at official functions and on some College trips. Uniform should also be worn to and from College. Students on their way to and from College represent us in the local community, and their appearance and behaviour influences our reputation.

Make-up is only permitted in **Year 8** onwards and must be discreet; no heavy eye-liner or false eyelashes etc. can be worn. No nail varnish or artificial nails (of any description) should be worn in College. The decisions of the College Leadership Team are final.

HAIRSTYLES

Extreme hairstyles are not permitted. We consider this to include the following points:

- Hair must be of a reasonable length, **not less than a grade 2**, and with **no shaved lines**.
- No styles that would identify the wearer with a particular group.
- Hair colour must be **natural colours only** and discreet highlights of natural colours.
- Two toned, or dip-dyed hair is not permitted.
- Long hair must be tied back in all practical lessons, (Science, Food & Nutrition, Design Technology, PE, Dance and Drama).
- Boys in both Key Stage 3 and 4 must be clean shaven.

APPOINTMENTS IN COLLEGE TIME

Students who need to attend an appointment in College time, such as a dental appointment, must have a note about the appointment signed by a parent **and** provide an appointment card/letter/image. Wherever possible parents are asked to arrange appointments outside College time.

ATTENDANCE AND ABSENCE

If your child is absent from College, please telephone the Absence line on 01483-484509, between 8.00am – 9.00am or alternatively email the Attendance Administrator on absence@christscollge.surrey.sch.uk. We will contact you by email if your child is marked absent at registration and we have not heard from you. This

is to ensure that the reason for absence is known as soon as possible, and alert you if your child is not in College when they should be.

If your child is absent due to a medical appointment e.g. doctor or dental etc. then please provide evidence of the appointment. This can be an appointment card, or letter. If you have an email confirmation, this can be forwarded to the Attendance Administrator.

The College will monitor each student's attendance and contact you if there is a concern. If attendance is unsatisfactory, we may have to inform the Inclusion Officer. This may result in legal action.

In line with government legislation, the standard penalty charge for unauthorised absence will be £60 per child, per parent, rising to £120 if paid after 21 days but within 28 days. If not paid, the recipient will be prosecuted for the absence.

If a student is late to College without a reasonable explanation, sanctions will be put in place as appropriate. This may include after school detentions. If a student arrives after registration closes, this will be recorded as an unauthorised absence. This is to comply with legal requirements.

BEHAVIOUR MANAGEMENT

Christ's College promotes and encourages good behaviour. All staff have the statutory authority to discipline students whose behaviour is unacceptable, who break the college rules or who fail to follow a reasonable instruction. Where behaviour in a classroom is disrupting the learning of others, students will be given a warning and opportunity to change their behaviour. If a student continues to be disruptive, the teacher may ask the student to leave the classroom to be placed in a shadow classroom to continue their work. This would be followed with communication home and a restorative conversation between the student and teacher.

Dependent upon the situation, there are a range of consequences that the college can put into place in response to managing behaviour.

CAREERS PROVISION

At Christ's College we understand that a fully embedded careers offer with an enriched curriculum that runs through their 5 years at Christ's College, is vital for the future development of the next generation. Careers is entrenched throughout our lesson plans and active in Tutor Times.

As your children progress through their time at Christ's College, they will take part in numerous careers opportunities including those from external speakers and companies. We have formed fantastic professional working relationships with local businesses, and many visit and support the college with events.

In Years 7 and 8 our students will look at a wide array of careers and start to form an idea of the career path for them. They will access information from in-college resources during tutor time scheduled in one of the IT suites, where they can look at careers websites both independently and with support.

When students are in Year 9, they will undertake the GCSE options process. This is a huge crossroads for their education, and we recognise this by further supporting students with assemblies, tutor time lessons which focus on specific subjects, and parental information evenings.

Once students are in Year 10, they may take part in our Work Experience Week, which will involve an off-site meaningful experience of the working world, visits from employers and other activities. They will also research, apply and interview for a mock job, giving them a true real-life experience. This will involve creating a CV, researching the job role and presenting themselves to an interview panel made up of the College Leadership Team and external professionals.

Students of Christ's College have a right to external and impartial careers advice. This is offered throughout their time with us, and in Year 11, they will receive an individual 1:1 meeting, which will be delivered by an

external careers advisor who will meet with them at the college. As students progress through Year 11, support with applications, open events and planning for post-16 choices will be provided by form tutors, alongside the Year 11 Progress Leader.

Any questions regarding careers can be directed to the Careers Lead, Mr Z Annan - zannan@christcollege.surrey.sch.uk.

CATERING FACILITIES

Catering is provided by a high-quality commercial organisation offering a wide variety of food.

Cashless Catering

We operate a cashless catering system for payment of food bought in the canteen. This means that parents can credit their child's lunch money account online using a unique log-in. Further information will be issued to you before your child is admitted. Cashless catering means that the service at tills will be considerably faster and you will know that the money is spent on a healthy lunch. Please note that there are no means to pay cash for food bought from the canteen.

CHANGE OF INFORMATION

Please ensure that any changes in address, telephone numbers or emergency contact numbers are kept up to date. It is very important that, should there be an emergency situation involving your child, the College is able to contact you, or an adult who you have given authority, **at all times**. You should contact Mrs Grimmond, on 01483 484511 or by email: agrimmond@christcollege.surrey.sch.uk.

CHAPLAIN

Our Chaplain is Rev Sarah Hutton. She is available to visit families at home if you feel you need to talk to someone other than a member of the teaching staff at the College. Rev. Hutton can be contacted on 01483 484553 or via email: odeeks@christcollege.surrey.sch.uk.

CHEWING GUM

Chewing gum is banned from Christ's College and should **not** be brought onto the College site at any time. Students found in possession of or using chewing gum will be set a community service sanction, which will involve working with the site team after the College day has ended.

CHROMEBOOKS

At Christ's College we wish for every student to be advantaged with access to technology. As a Google school, we use Google Apps for Education, including Google Classroom, to give students ready access to the information they study at the college, wherever they are and whenever they like on their Chromebook.

Chromebooks are an educational tool to enhance learning, and will be used every day in the classroom and at home. They enhance and work alongside traditional methods of learning and teaching. Our students are taught how to use the Chromebooks for effective and accelerated outcomes.

Chromebooks are extremely secure, easy to use, and facilitate both independent study and online collaboration. All Chromebooks are operated through a management console when on the college's WiFi to ensure all students can access the same resources and applications and remain safe online.

Every student in Key Stage 3 must have their own Chromebook to use every day. It must have enough battery life to last throughout the College day and be charged at home.

We have a Chromebook for Learning Scheme for families who would like to purchase an affordable high-quality device that your child can use in school and at home, spreading the payments over several months, or years, if you wish. We offer extensive financial support for all families in receipt of free school meals. If you privately own a Chromebook, for a small fee, it can be used on site once it has been enrolled onto our management system.

If you have any questions relating to this Chromebook programme, please contact us via email at: chromebooks@christscollege.surrey.sch.uk.

COMPLAINTS

Most concerns and complaints are resolved by your child's Progress Leader. However, the parent or the Progress Leader may refer matters that cannot be successfully resolved to one of the Assistant Principals, depending on whether it is a curriculum or pastoral matter. The College Complaints Procedure is available to view on the College website under Information/Policies.

CONCERNS

Progress Leaders are the key people responsible for the overall progress and welfare of each child in their Year Group. In most situations, the Form Tutor or Progress Leader will be the usual points of contact for parents, but concerns about specific subjects can be raised directly with the appropriate teacher or the Subject Leader of the particular subject. Parents who wish to see the Progress Leader should telephone 01483 537373 to make an appointment or alternatively email the Progress Leader. Teachers **cannot** be disturbed when teaching. We aim to respond to telephone calls/emails within 48 hours, and reply to letters within three days.

CORE VALUES

Our College aims to serve our community by providing a fully inclusive education of the highest quality within the context of Christian belief and practice. Every student who joins us will be prepared to take their place in the world with confidence, purpose, enthusiasm and strength of character.

At Christ's College we believe a great values driven education has the power to transform futures. Our shared Christian values of Love, Co-operation, Stewardship, Respect and Service are the core of what we are about, and therefore they permeate all the work that happens, whether that is inside or out of our classroom. Students are encouraged to recognise the importance of education in their own fulfilment as individuals.



Love

We show we love God and our neighbour by *'treating others as we ourselves would like to be treated'* and paying goodness forward with acts of kindness and charity. The love we have we can show to others in the way we act. We will not be unkind to each other, and we will show generosity in how we act.

Co-operation

We co-operate with God and each other to build community and a sense of pride in belonging; within our College, our neighbourhood, and in our world. We co-operate by 'living simply, sustainably, and in solidarity' with all members of the human family, and especially those who are poor.

Stewardship

We are accountable to God and each other. We show we 'love God and our neighbour as ourselves' by being good stewards of our gifts, talents and resources. We believe it is our duty to support everyone to reach their full potential in sustainable communities and a world which is protected for future generations. We will look after what has been entrusted to us.

Respect

We welcome and show respect for the dignity and diversity of every person. It is our belief that 'Every Child and Everyone Matters' to God because we are created in 'His image and likeness'.

Service

We have faith in God and each other and act with integrity. We show honourable purpose in all we do when serving others as well as ourselves, taking responsibility for our actions by being reliable, honest, respectful, trust-worthy and telling the truth.

Our Core Values of Love, Co-operation, Stewardship, Respect and Service are reflected in all we do in College. We believe these Core Values support how we educate our students' *'head and heart'*.

COUNSELLING

A confidential counselling facility is available in College. Students may be referred for an appointment with the counsellor in College time by a member of staff.

CYCLES

If your son/daughter cycles to College, they should wear a protective helmet and padlock the bike on arrival at College. For their general safety and that of others, students cycling to College must dismount from their bike once they arrive at the main gate and then **walk** it to the bike shed. The College cannot be held responsible for damage or loss of cycles.

COLLEGE DAY

08.30 - 09.00: Tutor Time
09.00 - 10.20: PERIOD 1
10.20 - 10.40: Break
10.40 - 12.00: PERIOD 2
12.00 - 13.05: PERIOD 3 Year 7
12.00 - 13.20: PERIOD 3 Years 8 - 11
13.05 - 13.55: Lunch Year 7
13.20 - 13.55: Lunch Years 8 – 11
13.55 - 15.15: PERIOD 4
15.15 END OF DAY
(Subject to change)

DRUGS/SUBSTANCE ABUSE

It is the governors' policy to treat the abuse of drugs, tobacco or other substances very seriously indeed. The possession, use of or dealing in illegal substances may result in permanent exclusion and referral to the police. This applies while at College, on the journey to and from College, or on a College visit.

EMERGENCY CONTACTS

Please would parents be reminded that it is imperative that if your child is sick or has an accident, we need to (a) be able to contact you immediately and (b) a parent, relative or named person, is able to come to the

college immediately to collect your child. Although the College staff are in loco parentis, we do not have the manpower to look after an individual child for long periods.

EQUIPMENT

All students must bring to College **every day**:

A selection of black/blue pens.

Pencils (HB, 2B, B).

Colour pencils and/or felt tips.

30cm ruler.

Eraser.

Pocket English and French/Spanish dictionary.

Reading book.

College Planner.

A set of mathematical instruments including a pair of compasses.

A scientific calculator model CASIO fx-83GTX (available from the College at a reduced price).

PE kit.

Students in Key Stage 3 must bring their Chromebook.

E-SCOOTERS/CYCLES

Please be aware that E-scooters or electric cycles are not permitted on the College premises.

EXAMINATION POLICY

All students are entered for public examinations. If a student is entered for an examination but then fails to produce coursework or misses an examination without a doctor's certificate, the cost of the entry will be charged to the parents.

FEELING UNWELL/FIRST AID

If a student becomes unwell during the College day they must report in the first instance to Reception where they will be assessed, and if necessary, a member of staff will contact a parent. Students should **not** contact a parent themselves and should **never** leave the College site without permission.

We have several qualified First Aiders in College, and students will be seen if necessary, by one of the First Aiders on duty.

FOOD

Food purchased from the canteen both at break and lunch time **must** be consumed in the Atrium (unless purchased from The Pod outside). Packed lunches can be eaten in the Atrium or outside on the picnic benches. Students **must** remember to place litter in the bins provided both inside and outside, and where appropriate, the recycling bin.

FRIENDS OF CHRIST'S COLLEGE (FCC)

Any parent or guardian of a child who attends Christ's College is a member of the Friends of Christ's College (the College's PTA) and anyone who would like to help can join i.e. grandparents, parents of ex-students etc.

The FCC was set up to support the College and to raise money for the extras that make College life more interesting. If you are interested, please contact Reception or email friendsatchristscollege@gmail.com.

GRAFFITI

Students should not graffiti on the College fabric or on textbooks, exercise books or Planners. Any books damaged in this way will need to be replaced. (Planners cost £3.00 to replace.)

HOLIDAYS/LEAVE OF ABSENCE

In line with government legislation, the standard penalty charge for unauthorised absence will be £60, per child, per parent, if paid within 21 days, **rising to £120 if paid between 21 and 28 days. If not paid, the recipient will be prosecuted for the absence.** If there are exceptional circumstances which require the student to miss days at College, please contact the Principal. Exceptional circumstances would include recognised religious events and family bereavement. The Principal will make a decision in each case and her decision will be binding.

HOME/COLLEGE AGREEMENT

Students and their parents are expected to sign an agreement when they first come to the College. This is because we view your child's education as a partnership between home and College.

HOMEWORK

Why do we set homework?

Independent study is an integral part of the learning process at Christ's College. Students should have homework set on a regular basis that is meaningful and appropriate to their age and stage. This must be recorded on Google classroom with a clear and appropriate deadline.

Homework is set in order to:

- Consolidate, reinforce and extend what students know, understand and can do in the classroom.
- Develop the essential independent study skills that will ensure that strong academic outcomes and success are achieved by all students.
- Involve parents and carers in students' learning.
- Encourage students to develop the skills, confidence, motivation and self-discipline needed to study effectively as independent and life-long learners.

Regularity of Homework

The quantity of homework students will complete each week can vary depending on the curriculum time allocation for each subject, the age range of the students and the nature of the homework task. As a learning community, we believe it is essential that all homework tasks are meaningful and manageable for students. The emphasis is on the quality of homework rather than the quantity. As a guide, students will receive 60 minutes of homework for core subjects in Years 7 to 9 and 30 minutes a week for all other subjects. In Years 10 and 11 all subjects will set 60 minutes of homework per week.

Types of Homework

Examples of preparation homework tasks could include reading in advance of a new topic, pre-topic research work, watching an online video clip in advance of learning or preparation of pre-topic questions. Examples of consolidation homework tasks could include creating mind maps or other revision tools to consolidate learning, learning of key knowledge or vocabulary for a test, answering of examination style questions, feed forward improvement work or completion of an online test to check understanding.

School Library

The library is open during break, lunch and after College every day. This provides a supervised and quiet space for students to complete independent study and access computers. Students must sign in with the librarian to access this resource. Years 7 to 9 will be able to use their Chromebook, whereas Years 10 and 11 will be able to either borrow a Chromebook or access an IT suite.

Rewards and Sanctions

All homework should be completed on time and will be assessed and rewarded through the house point system which parents will be able to view on the Arbor Parent Portal.

If homework is not completed, a behaviour incident will be issued and students will be expected to complete the homework by the next lesson.

If homework is still not completed, further sanctions will be set by the subject teacher.

HOODIES

Hoodies must not be brought to College at any time.

INFORMATION

The information contained in this Guidance book was accurate at the time of publication. There may be subsequent changes in the College's policies, procedures, organisation or curriculum, but parents are normally notified of any significant developments through the website or at special meetings.

INTERNET USE

All students have access to the College's Internet system. Users of the Internet must not write or communicate any material that could cause offence to any other person either in this country or abroad.

Students must ensure that if they or their teacher were to read e-mails, that they would be acceptable. If your child should receive any offensive mail, this should be reported immediately to a member of staff. When using the Internet, your child should not visit or attempt to visit any site which could be considered offensive. The Internet service provider we use filters very carefully which sites students can visit. We will closely monitor both e-mail and web access. Any students who abuse the system will face disciplinary action and may be denied future access.

JEWELLERY

We cannot take responsibility for any items of value. Students should not wear jewellery that could be a danger in PE, Science and Technology lessons. Students may wear a watch (not a SMART watch), one plain ring, a simple fine chain, one bracelet and a single pair of ear studs. One stud only should be worn in the **bottom fleshy part of the ear lobe**. Students will have to remove **all** jewellery in PE and Dance lessons. They are responsible for keeping their jewellery safe.

No facial jewellery or body piercings are allowed – this includes safety studs, “keepers” or any other forms of aperture retention.

KNIVES/WEAPONS

On **no** account must any sort of knife/sharp tool or other weapon be brought into College. These items are banned by law and police will be called.

LETTERS HOME

Letters are sent home either electronically by the College communication system, post or via the College registers.

LIBRARY

The Library and Learning Resources Centre at Christ's College is an open and friendly space. It has strong links with the English Department and support is given to SEN readers on a regular basis. The area is equipped with comfortable seating for reading, and desks for co-operative working, as well as 4 network

computers. Students are encouraged to work and read quietly and choose challenging books that suit their interests. The library also has a wide variety of popular board games that can be used during break-times.

On the shelves we have around 9000 fiction and non-fiction books covering a wide variety of genres and curriculum-related topics. Students can borrow books as soon as they join the College. Book boxes are available throughout the year in tutor classrooms and the library can be booked by teachers for use during tutor time. Library lessons are given to each year group at various times throughout the year.

The Library is run by our Library Assistant, with the help of student volunteers. There is also an opportunity for students to do their Duke of Edinburgh Award volunteering within the school's library during lunchtime breaks.

Various competitions are run throughout the year and students can offer to write reviews of books they have read which will be shared on the Library Google Classroom page for other students to view. To help us keep our shelves up-to-date, a wish-list is available to parents. Any books donated from this wish-list are specifically chosen to engage our young people in reading and develop their vocabulary in preparation for their studies across the curriculum.

LIFE-SAVING MEDICATION

Students with life-threatening conditions i.e. severe asthma, diabetes and severe allergies, are allowed to carry their prescribed emergency medication. The student must take responsibility for looking after their own medication. Spare emergency medication will need to be stored in the office. A specialist consent form and an Individual Healthcare plan will need to be completed, along with a Parental Agreement form (please see the note under Medication). The student must have full understanding about their medication and know what to do in case of a medical emergency.

LOCKERS

A locker is available for all Year 7 students and the majority of Years 8 to 11 from the Finance Office at a charge of £20. When your child leaves Christ's College, and on return of the locker keys, £10 is refunded. However, if a key is lost and a spare key has to be issued, then there will be no refund unless both keys are returned.

LOST PROPERTY

Reception looks after lost property. It is therefore essential that **all** property should be clearly marked with the student's name, so that it can be returned promptly. We are unable to store un-named items for a long period. Un-named lost property will be stored in the office for **one** month from receipt and thereafter donated to charity. **Neither the College nor the Authority can be held responsible for any personal property lost, stolen, damaged or destroyed.**

LUNCH PASSES

All students remain on campus at lunchtimes. Permission to leave the campus at lunchtime will be granted only in very exceptional circumstances. Please write to the Principal if you wish to request a lunch pass.

MEDICATION

All medication required by a student must be supplied by a parent/carer. A Parental Agreement form for the school to administer medicine will need to be completed and handed in to the office. The medication must be provided in its original packaging, named, be in-date and clearly labelled. Medicines which do not meet these criteria will not be administered. A receipt will be given by the office staff when medication is handed in, and all medications will be stored in a secure location in the office. No student should be in

possession of medication themselves, unless it is for life-saving purposes. (Please see note under Life-saving medication).

MOBILE PHONES

Mobile phones are prohibited during the working day for five main reasons:

1. The temptation for the majority of the students to use technology inappropriately is overwhelming and can cause cyber bullying and a significant distraction to learning during the day and in lesson.
2. Mobile devices do not develop skills in writing with a pen which is still a main part of GCSE/A level assessment.
3. Mobile devices do not encourage students to train their memory, a vital requirement for GCSE/A level success.
4. Mobile devices limit the art of conversation.
5. Mobile devices use more energy to produce, maintain and destroy and are not therefore environmentally 'green'.

Research by the London School of Economics in 2015 discovered that schools which have a policy of banning mobile devices enjoy 6% higher exam results. Where parents wish a student to have a mobile device for after College, the student **must** hand it in at morning registration and collect it at the end of the day. If a mobile device is seen or heard during the College day, it will be confiscated immediately and returned at the end of the week.

MONITORING BEHAVIOUR

House Points, Behaviour Points and Detentions will be recorded on the College's computer system. These rewards and sanctions will be monitored by Tutors and Progress Leaders. Certificates will be awarded for good work and contributions to the life of the College (see 'Rewards').

NON-UNIFORM (MUFTI DAYS)

The main aim of these days is to raise money for charities. Students are asked to donate £1 if they wish to be in non-uniform on these days. If students have a PE lesson they **MUST** bring their normal PE kit and participate in the usual way. In addition, the non-uniform dress must be decent and appropriate for a secondary school, and not cause offence to any member of the College community. As always, the final decision about this will be made by the Principal or Vice Principal.

PASTORAL SUPPORT

The Pastoral Support team consists of Assistant Principals, a Designated Safeguard Lead, Progress Leaders, a Home School Link Worker, Student Support Staff and the College Chaplain.

PERSONAL PROPERTY

Students are responsible for their own property. All clothing should be clearly marked with the student's name. The College does not take responsibility for loss or damage to a student's possessions. **Parents are advised not to allow their children to bring valuable items to College**, and to ensure that they have adequate insurance for all items that are brought to College.

PLANNERS

Students should carry their Planner at all times. If they forget their Planner, they must get an Emergency Planner from their Tutor at morning registration. This must be returned to their Tutor the following morning so that information can be transferred to the main Planner. Failure to return an Emergency Planner will result in a behaviour point.

Parents are asked to check their son/daughter's Planner and sign it each week.

Form Tutors will also check and sign the Planner on a weekly basis.

Lost or damaged Planners can be replaced at a cost of £3 from the Finance Office.

POLICIES

If you wish to have copies of any of the College policies, please telephone the College office. There may be a small charge to cover administration and postage. Policies can be viewed on the College website under Information/Policies

PRAYER GROUP

The Parents' Prayer Group meets at lunchtime every fortnight at 2.00pm. There are also evening meetings every term. Please contact the Principal at the College if you would like to be involved.

PROGRESS IN LEARNING

At Christ's College, we assess and report students' attainment and progress against the GCSE 9-1 grade scale where 9 is the highest grade a student can attain. For each subject, your child will have a flight path indicating the expected trajectory for their progress in that subject that will ensure they achieve their target grade. Your child's progress in lessons, homework and assessments will be monitored by the class teachers using their unique flight path. You will receive regular updates on your child's performance, including information about their current performance and if they are above, on or below their flight path in each subject.

PROHIBITED ITEMS

Aerosol sprays, correction fluid, chewing gum, large felt tip pens, smoking materials including matches, lighters, E-cigarettes and vaporisers, knives, laser pens, fireworks, replica guns and catapults and anything which could be described as a weapon **must not** be brought into College.

PUNCTUALITY

The College has a responsibility to encourage high standards of punctuality. Students are marked as late if they are not at College by 8.30am in the morning. If a student is late to College without the College receiving notification by a parent/carer they will serve a detention on the same day. Students who arrive after 8.30am **MUST** report to Reception to sign in so that the College knows they are present.

If a student is consistently late then further sanctions will be applied as deemed appropriate by a senior member of staff. A late mark after registration closes will count as an unauthorised absence; this is to comply with legal requirements. Students who are consistently late will be referred to the Inclusion Service.

READING BOOKS

All students are expected to carry a reading book at all times. During some registration periods, students will be expected to read in silence. Books may be borrowed from the library.

REPORTING TO PARENTS

Each term parents receive information as follows on their child's progress:

Current working level, reported as a fine grade, for example 4+ for Years 10 and 11 and as a teacher judgement for Years 7, 8 and 9, of either working towards the expected standard (WTS), expected standard (EXS) or greater depth (GDS). Attitude to learning grades are also provided for effort, conduct in class and homework. One report a year contains written comments for each subject.

Once a year, each year group has a Parent Consultation Meeting to discuss progress and next steps.

REVISION

Revision is the key to examination success. If you revise thoroughly you will perform well; if you do not, you will not. It is as simple as that. Every summer term there will be major examinations in each subject for each year group. You may wish to use the following as a guide:

Year	Evening during a school day	Free days (weekends & holidays when there is no school)
7	30 minutes	1 hour
8	40 minutes	1 hour 20 minutes
9	45 minutes	1 hour 30 minutes
10	1 hour	2 hours
11	1½ hours	3 hours

The most effective learning is 'Active' learning. Students could consider re-writing their notes in their own words, drawing mind-maps or practising answering test questions/past papers.

REWARDS

At Christ's College, we recognise the motivational role that rewards can play in helping students to realise that good behaviour is valued. The College aims to encourage students to reach the highest standards of which they are capable. Good work and contributions to the life of the College are recognised through the awarding of house points and other privileges.

The accumulation of house points is recognised by the Progress Leaders and celebrated at assemblies. Certificates are issued and badges may be given to recognise sustained positive contributions to the life of the College.

Progress Leaders and all senior staff may be involved in awarding badges and certificates.

The College values the importance of good attendance. Students are targeted to achieve 97% attendance in an academic year.

SANCTIONS

Sanctions are imposed dependent upon the situation. The range of consequences may include, but not exhaustive to; removal from circulation, detentions, community service payback, report cards or exclusions. Records of incidents are kept in the student's file and may be referred to when writing references for Post-16 education or employment.

Further information can be found in the Behaviour Policy.

SIGNING IN & OUT

Students may need to arrive or leave other than at the 'normal time'. In **all** circumstances, parents should record the reason in the student's Planner. This note should be countersigned by the tutor and shown to the relevant class teacher. Evidence of the appointment i.e. appointment card/letter/image should be provided. When arriving or leaving, a student should report to Reception to be signed in or out. Students are **NOT** allowed to leave the premises without following this procedure.

SMOKING

Christ's College is a No Smoking site (including the use of electronic smoking devices such as vapours and e-cigarettes) and as a result operates a strict No Smoking Policy for any person on site. Sanctions will be put

in place for those who choose to possess or use these items while at College, the items will be confiscated and they will not be returned.

SPECIAL EDUCATIONAL NEEDS

The Special Educational Needs Department supports students with learning difficulties, physical disabilities, temporary problems and those in crisis. Students are identified through liaison with primary schools, parents, teachers and outside agencies. Students can be referred to the department at any stage in their College life and may also refer themselves. Students are placed on the SEN Register, which is distributed to all staff, identifying the need and the stage of the student; this is updated regularly. Provision is made according to need and students can follow intensive programmes of tuition on a withdrawal basis. Others can be supported in class. The length of the support will vary in individual cases. A wide range of external agencies are used for sight and hearing impairment. Some students are referred to the Education Psychologist. The Special Educational Needs Co-ordinator (SENDCo) can be contacted at any time.

STUDENT CODE OF CONDUCT

(‘Love your neighbour as yourself’)

The aim of the Code of Conduct is to ensure that all students can learn in a safe and ordered environment. This summary sets out the principles on which the Code of Conduct is based. The detailed rules that follow from these principles are published in every tutor room and teaching room.

The Student Code of Conduct applies in College, and where appropriate, on journeys to and from College and on College visits. The code consists of five learning skills which should guide our behaviour.

- 1. Listen to the teacher; do not talk at the same time as the teacher.**
- 2. Put up your hand; do not call out in class.**
- 3. Keep your hands and feet to yourself; do not touch anyone else.**
- 4. Complete all class work and homework to the best of your ability.**
- 5. Follow all other instructions from staff; do not say ‘No’!**

TATTOOS

No tattoos are permitted by any student under the age of eighteen – in line with UK law.

TEACHING ASSISTANTS

TAs support students throughout the College in different subject areas. They have the right to the same respect as teaching staff, and are able to give behaviour points and detentions.

TRANSPORT

For the bus service which covers New Haw, West Byfleet, Pyrford, Ripley, Send, Westfield and Old Woking, please contact the Finance Office on 01483 484581 or by email: info@christcollege.surrey.sch.uk. For information about all other bus routes please contact: Surrey County Council, Admissions & Transport on: 0300 200 1004 or at [Travel Assistance Information](#)

UNIFORM

All students are expected to have a high standard of appearance at all times. Anyone not following these guidelines should expect to receive the appropriate sanction. Full uniform must be worn to and from the College. All students from Years 7 to Year 11 must wear the College uniform listed below:

Black College Blazer: Black lining and **College badge**

College tie: to be worn by boys and any girls who choose to wear the standard collar shirt

Standard collar shirt (to be worn with the College tie) or blouse

Short-sleeved shirts are allowed in the Summer Term

Light blue shirts are NOT permitted

Standard black **knee** length skirt from the College supplier to be worn with black **knee** length socks or black tights.

Standard tailored black trouser from the College supplier to be worn with plain black socks. **No trainer socks.**

Black V-neck jumper: with blue stripe (optional)

Black V-neck cardigan: with blue stripe (optional)
If the V-neck jumper or cardigan is worn, it **must** have the blue stripe and **must** be purchased from the uniform supplier.

Black rucksack: with the College badge; **compulsory** for all students.

All of the items listed above are available from the College supplier, apart from the tie, which can also be purchased from the College Finance Office. Please be aware that you are **strongly** advised to use the College supplier, as items bought from other suppliers may not be suitable and would need to be replaced.

Black formal trousers: Trousers must not be tight, ragged or stretchy on any part of the leg. No jeans, jeggings, leggings or chinos please.

Black socks: Plain socks, with NO patterns. Socks must be knee length when worn with a skirt. **No trainer socks.**

Black tights: Plain with NO patterns. Footless tights and leggings are NOT permitted.

Black shoes: Trainers, trainer style, heels above 5cm, mules, open toe, open sling-back, reinforced toe shoes or fabric shoes are NOT permitted. Shoes must be able to be polished.

Notes:

- Blazers must be worn at all times. (In practical lessons and also in hot weather, the **teacher** may decide that blazers can be removed).
- A tie **must** be worn with the standard collar when an open necked blouse is not opted for.
- Only the standard skirt from the College supplier is permitted.
- Outdoor wear should be plain, with no logos and of a dark colour. Outdoor wear must **not** be worn inside the College buildings.
- Denim or denim-like material is not permitted in any form.

- Hoodies (other than the PE uniform hoodie) are not permitted to be worn.

The following are key health and safety rules:

Students may wear a watch (not a SMART watch), one plain ring, a simple fine chain, one bracelet and **a single pair of ear studs (one stud only in the bottom fleshy part of each ear lobe).**

No hoops or earrings designed to create holes are allowed, i.e. stretchers.

For Dance lessons **PE kit must be worn** and students need to participate in **bare feet** or dance shoes.

Sportswear

Royal blue T-shirt with College logo (Years 7 - 9)

Royal blue polo shirt with College logo (Years 10 - 11) OR Royal blue T-shirt with College logo

Royal blue tracksuit top with College logo

Black skort (optional) for girls only

All of the above are available from the College Supplier.

Black shorts – plain and of a suitable length

Black tracksuit bottoms plain (no logos)

Royal blue sports socks (long)

Trainers

Football/rugby boots

Shin pads

Gum shield **COMPULSORY**

Towel

NB: Aerosol sprays are **not** permitted to be used anywhere in College.

Educational Visits and Duke of Edinburgh Expeditions

- Students participating in day trips are required to wear the College uniform as the activity dictates, or in PE kit (this includes plain black tracksuit bottoms) unless otherwise directed.
- For Duke of Edinburgh expeditions, students should wear the necessary hiking gear.
- Students should at no time wear jeans or jean style trousers as part of the College uniform.

College Uniform Availability

Uniform can be purchased in the following ways:

- Through a link on the College website.
- Orders can be made directly with the supplier www.unismart.co.uk or by telephone on 01932 868233.
- A uniform shop operates from the College fortnightly on a Wednesday from 3.15pm – 4.15pm (dates are on the website or are available from Reception).
- Order forms are available from Reception; the uniform is delivered to the College for collection when the shop is next open.
- Stock is not held at Cobham, so please phone first before making a visit.

VALUABLES

Valuable items including mobile phones, iPods, iWatch, Smartwatch and PSPs etc. must not be brought to College. There is no insurance policy for lost items, and as there is always a risk of damage or loss, the recommendation of the College is not to bring any valuable items to College. The College will exclude all liability. If a parent wishes their son/daughter to have a mobile device after College, the student **must** hand the device in at morning registration and collect it at the end of the day. If a mobile device is seen or heard during the College day, it will be confiscated immediately and returned at the end of the week.

VANDALISM

Vandalism and damage to College property is obviously unacceptable. Any student caught damaging College property will be required to pay for repairs/replacement and will be punished. The police may also be involved. The College will be extremely strict over this matter.

Have you any talents/skills that you could use in College? We are always looking for help with after-College activities, educational visits and vocational activities.

Do get in touch if you would like to get involved.

HYPERLINK "mailto:info@christcollege.surrey.sch.uk" info@christcollege.surrey.sch.uk

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(Subject to change)