



Claverham Community College

Prospectus

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Introduction

Claverham Community College is a mixed Comprehensive School for pupils aged 11-16 situated in Battle, East Sussex. It has approximately 1160 pupils and about 2500 associates of the College who are involved in the life of the College community either through community education classes or as a result of membership of affiliated societies.

Visiting the College

Parents who would like to see the College at work and discuss the school with members of its staff are invited to telephone the Principal's PA for an appointment or to attend the College Open Evening or one of the College Open Days, the dates of which are available from the College Office.

Admission Arrangements

Admissions to Claverham Community College are determined in line with East Sussex County Council policy.

The arrangements for the admission of children to this school at age 11+ are made by the County Council. A detailed description of the arrangements is contained in the booklet 'Applying for a school for your child 2017/2018'. This booklet can be viewed online at the East Sussex County Council website, alternatively a copy can be obtained from the School Admissions Section, Education Department, PO Box 4, County Hall, St Anne's Crescent, Lewes, BN7 1SG (01273 481000). A copy is also available for inspection at the College. It is also now possible to apply for a school place online. For more information, go to www.eastsussex.gov.uk/admissions. Free internet access is available at any East Sussex Library.

Parents may find it helpful to know that, if there are insufficient places available to meet demand, these will be allocated in accordance with the following list of priorities:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
2. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission and who live at the same address, within the pre-defined community area*.

Children are 'siblings' if they are full, half, adoptive foster or step brother or sister living in the same household. This priority includes siblings attending school sixth forms.

3. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).
4. Other children living within a pre-defined community area
5. Each home address within the county falls within a community area although living within the community area does not guarantee a place. The admission booklet 'Applying for a school place 2017-2018' shows details of the community areas for each school.
6. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area.*
7. The definition of sibling is as shown in priority 2 above.
8. Other children living outside the pre-defined community area.

Tiebreaker

- In the event of oversubscription within any priority, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line (as the crow flies). For split site schools, we will measure to the site where the child will attend for the majority of lessons.
- In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

**** Children who have a brother or sister who joined the school prior to 1 September 2017 (1 September 2012 for Frant CE Primary School) and who is still on roll will be admitted under the previous arrangement which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not. Where a child has been unable to secure a place at a school in his/her community area and has been directed to attend a school outside the community area as an alternative, any applications for younger siblings to attend the school will be treated as if the family were resident in the community area, as long as the sibling will still be attending the school when the younger child starts.***

Twins and children from multiple births (all community and voluntary controlled schools).

Where the admission of both twins or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 (or multiples of 30), the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

There was a change to the admissions process from September 2008. Up until that time, stated first preferences have always been given priority over second and third preferences. From September all preferences given by parents on their application form will be considered equally. Where a child qualifies for a place at more than one of the schools given on the form, the highest ranked preference school will be offered.

You may ask for your child to be admitted to any Secondary School in East Sussex which is maintained by the County Council.

Facts and Figures About the September 2016 Intake

Claverham had 481 applications for the year 7 intake for September 2016. The LA allocated 230 places in March. Out of the 230 pupils this year 44 pupils live outside the defined catchment area, there are 6 pupils with Education and Health Care Plans, 5 pupils with Looked After Children status, 78 had sibling links and the rest are in the catchment area.

Our admission limit was set at 230.

Facts and Figures About the September 2015 Intake

Claverham had 535 applications for the year 7 intake for September 2015. The LA allocated 230 places in March. Out of the 230 pupils this year 28 pupils live outside the defined catchment area, there are 8 pupils with Education and Health Care Plans, 8 pupils with Looked After Children status, 87 had sibling links and the rest are in the catchment area.

Our admission limit was set at 230.

Information About the September 2017 Intake

The admission limit for the College will be set at 230.

The Aims of the College

The Governors of the College, in consultation with the staff and pupils, have agreed that the aims of the school are to help its pupils:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

Ethos of the College

At Claverham Community College, we offer our students a high quality education allowing them to reach their full potential, in a safe, secure and caring environment. We endeavour to instil a love of learning, a sense of fairness and an appreciation of the importance of full participation.

We strive to develop students who, through their determination and resilience, reach their highest levels of academic and personal development. We insist upon consideration towards others and the maintaining of polite attitudes and manners, allowing all members of our community to take pride in their surroundings, behaviour and personal achievements. We believe in the value of positive contributions to our society both locally and nationally, aiming to support all students in their desire to become responsible citizens who will shape the future.

We encourage the acceptance of personal challenges, helping to ensure that students make decisions that benefit themselves and the wider community.

Key Stage 3 Curriculum

During Key Stage 3 we aim to provide a broad and balanced curriculum for all pupils.

Subjects taken by all pupils in Key Stage 3 are:

Art	Classics
Design Technology	Drama
English Language and Literature	Food Technology
Geography	History
ICT (Computing)	Mathematics
Music	Personal, Social, Health Education
Physical Education	Religious Studies
Science	French, German or Spanish in Year 7. From year 8 pupils will continue with either French or German or Spanish (with a very small group of pupils continuing with French and German or Spanish up to GCSE.

Key Stage 4 Curriculum

During Key Stage 4 we aim to provide a personalised and well balanced curriculum which gives breadth and balance to the pupils' programme of study and allows for the widest possible future opportunities. All pupils take English, Mathematics, Science, a PSHE Programme (including Careers and Citizenship), Physical Education and statutory Religious Studies.

Several science courses are offered at the College designed to provide appropriate progression for pupils of all abilities. Pupils start their Science GCSE course in Year 9 and can study the three separate sciences, a science course which leads to two separate GCSEs or a BTEC science qualification.

All pupils study a GCSE in Religious Studies through Years 9 and 10 leading to an examination at the end of Year 10. In Year 11 all pupils follow a course in careers education during a dedicated lesson.

In order to maintain as broad and balanced an education as possible, each pupil must opt for at least one subject from each of the three other main areas of the curriculum. These are:

- 1) Languages: French, German, Spanish.
- 2) Humanities: Geography, History.

- 3) Creative/Technology: Art, Ceramics, Design & Technology (Food or Product Design), Drama, Information and Communication Technology, Media Studies, Music, Textiles.

Pupils who opt for Information Communication Technology are offered a course which is equivalent to GCSE but more practically based.

Pupils either study languages through a dual linguist option, starting in Year 9 and leading to two separate language GCSEs, or a single GCSE in one of the languages on offer.

To give pupils a chance to make the most of their strengths and interests, there is an additional choice of subject which can be taken from one of the lists above or one of Dance, Latin and Physical Education.

In addition to a traditional academic KS4 course, pupils who find academic work more challenging are offered a variety of other courses to suit their needs. A choice of BTec Diploma Courses, at Level 2, is offered in various vocational disciplines in place of Languages and some Science teaching time. Each pupil who follows the vocational pathway takes two of these courses in different subject areas. These courses offer an easy transfer to vocational courses at 16+.

The Organisation of Teaching Groups

Most subject teaching is carried out within a system of setting according to ability in each separate subject. These placements are made by reference to information provided by our Partner Primary Schools together with Cognitive Ability Tests. Pupils can be in different sets for different subjects depending on their ability. For example, a pupil might be in Set 1 for English but Set 4 for Mathematics. These set placements are reviewed on a regular basis and pupils can, therefore, move between the sets according to their progress. Such an arrangement enables us to respond to the development of each child individually. A variety of teaching styles are used, ranging from formal class lessons to group work and including individual assistance where appropriate.

Homework

We believe in setting homework, the demands of which will increase as the pupil progresses through the college. The purpose of homework might be to extend upon or reinforce work done in class, or to research elements of the curriculum in more depth. Homework forms an integral part of the curriculum and there is an expectation that it will be completed. Each pupil has a homework timetable and a Homework Diary, parents are asked to inspect and sign this weekly and to co-operate with the teaching staff in ensuring that the work set is completed to a high standard.

Timings of the College Day

08.55:	Registration (Assemblies are held at this time)
09.15:	Period 1
10.05:	Period 2
10.55:	Break
11.15:	Period 3
12.05:	Period 4
12.55:	Lunch
13.40:	Period 5
14.30:	Period 6
15.20	End of day

Expectations and Responsibilities

Claverham Community College promotes a high standard of positive behaviour and an ethos where all members of the college community are valued as individuals. The College believes in the development of self-esteem, respect for others and self-discipline. Central to this ethos is the right for every pupil to learn in a safe and secure environment and the College Behaviour Policy is designed to support this. The College celebrates positive behaviour with a reward system.

At Claverham we set the pupils clear boundaries, with regard to behaviour, which are consistently applied in order to protect the rights of each individual and maintain the college ethos. A copy of the College Behaviour Policy is available on request.

Achievement and Progress Monitoring

The College aims to ensure that each of our pupils achieves to their potential in all areas of college life. On admission each pupil is allocated to one of five Houses. The Head of House together with the Form Tutor is responsible for the day to day care, management and achievement of the pupils in their House. Heads of Subject and Class teachers also closely monitor the progress of the pupils within their subject area. We believe that through the pastoral and academic systems working closely together we can monitor progress closely and provide intervention where necessary to help to ensure that pupils fulfil their potential.

Assessment Reports are issued 3 times per year and a full Profile Report is issued once per year. These reports provide parents with target grades, current attainment levels, a measure of effort and behaviour. This enables parents to monitor the achievement of their son or daughter. The college aims to work closely with parents at all stages of their child's education.

Uniform

We firmly believe that a uniform, which is correctly worn, supports the ethos of the college and prepares our pupils for the world of work. We rigorously enforce uniform for all our pupils and operate a Uniform Reward system to encourage all of our pupils to be proud of their appearance and wear their uniform correctly.

Boys Uniform:

- Plain black shoes of a conventional style;
- Boots or Training shoes (Trainers) of any variety are NOT acceptable;
- Plain dark coloured socks;
- Plain dark grey trousers (of a conventional Polyester/Terylene/Worsted type material);
- Dark navy blue blazer with College badge;
- Plain light blue shirt with conventional collar to wear tie;
- College House tie;
- Plain navy blue V-neck long sleeved pullover (an optional item for use in appropriate weather conditions);
- Blazers are compulsory; a pullover without a blazer is not acceptable.

Girls Uniform:

- Plain black shoes of a conventional style (High heels, platforms or boots are not acceptable);
- Short navy blue socks or thick plain navy blue tights.
- Plain light blue shirt with conventional collar to wear tie.
- Dark navy blue blazer with College badge
- Plain dark navy blue V-neck long sleeved pullover; (an optional item for use in appropriate weather conditions);
- Plain dark navy blue Claverham skirt;
- College House tie;

We also ask that outdoor coats be plain. Denim, leather or hooded sweatshirts are not acceptable. Outdoor coats should not be worn in the buildings.

PE Kit

Boys:

- Navy Rugby Jersey;
- Navy Football Socks;
- Plain White Shirt, with College badge;
- Navy Umbro Shorts;
- White Ankle Socks;
- Trainers;
- Plain navy blue jogging bottoms, optional, but no other bottoms may be worn. (Brand name or logo no bigger than 4cm x 4cm);
- Claverham Sweatshirt or Claverham Fleece, optional, but no other tops may be worn);
- Football boots and shin pads.

Girls:

- Plain White Shirt, with Claverham badge;
- Navy Socks;

- Claverham sweatshirt or Claverham fleece, optional, but no other tops may be worn;
- Navy Umbro shorts;
- Trainers;
- Plain navy blue jogging bottoms, optional, but no other bottoms may be worn (Brand name or logo no bigger than 4cm x 4cm);
- Football boots and shin pads.

Special Educational Needs

The College takes very seriously its responsibilities for pupils with needs that differ from, or are greater than, those of the majority. The College aims to identify special needs and ensure that adequate resources are devoted to meeting them. Strategies used include: individual learning programmes, in-class support, one to one withdrawal teaching and inputs from the Language and Learning Support Service and the Educational Psychology Service.

In addition we have, this year, introduced a Nurture Group for a small number of our students who have found the Transition from Primary to Secondary School more challenging.

The quality of the educational provision for pupils is regularly monitored and parents informed where programmes alter or provision changes. The Special Educational Needs Coordinator (SENCO) is always pleased to meet parents to discuss any concerns which they might have. Co-operation between the College and parents is a vital part of the process of helping students who are experiencing difficulties with their education.

A copy of the full College Special Needs policy is available on request.

Information, Advice and Guidance

A programme of Careers Guidance is delivered via the College's PSHE Programme and separate Careers Education lessons at KS4, with inputs appropriate to the age of the pupil. It is the College's policy to respond to the individual's need.

Year 10 pupils all spend at least one week on a work placement during the Summer Term and undergo planning and debriefing activities as part of the whole Vocational Experience Programme.

Transfer to Further Education

By the end of Year 11, we hope to have developed well qualified, well informed, sensitive and considerate young men and women.

Currently, pupils who wish to acquire 'A' Level qualifications, with a view to securing a place in a University or other Institute of Higher Education, usually transfer at the end of the year to the Sixth Form College in Bexhill or to one of the Colleges of

Further Education at Hastings or Eastbourne, where they are able to embark upon suitable courses. A number have joined grammar school sixth forms in Tonbridge and Tunbridge Wells. Pupils wishing to embark upon vocationally oriented courses mainly transfer to one of the Colleges in Bexhill, Hastings or Eastbourne. Support and advice is given to other pupils who may wish to enter the world of work or government training schemes. We maintain close working relationships with the local Colleges of Further Education during Years 10 and 11, and organise visits for our pupils.

College Meals

College meals are supplied by Chartwells. A cashless system is in operation which is accessed by pupils using a 5 digit PIN. Pupil accounts can be credited in one of three ways. Cash can be credited to pupil accounts using one of two machines, cheques can be credited by sending them into the college marked for the attention of the Canteen, or parents can credit pupil accounts online using the Parent Pay system.

The Canteen offers a wide variety of healthy food options and the average expenditure is just over £2.00. Pupils can also bring a packed lunch to eat on the premises. As with any community we ask that our pupils care for their environment and dispose of rubbish in litter bins or take it home with them.

College Transport

The Local Authority is responsible for the organisation of college transport. In general pupils will qualify for free transport if they live more than three miles from the college and within the College catchment area. A pupil could also qualify for free transport if the route which they would normally have to walk is deemed to be unsafe. Concessionary bus passes are issued to the college for collection at the beginning of each school year. If these are lost or destroyed a replacement will cost £5 in the first instance.

Location

The College is located about one mile west of the very attractive small market town of Battle and is situated within 42 acres of most attractive wood and parkland. The College site includes extensive playing fields and nature areas which include both land and aquatic habitats. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings. As might be expected, the geographical position is an elevated one within sight of the sea.

The College takes its title from the Anglo-Saxon pre-conquest description of the district in which it is situated - place of clover or good pasture. The titles of the five College Houses - Caldbec, Montjoie, Oakwood, Santlache and Telleham - are derived from post-conquest place names given by the Normans to areas of the Battleground significant in the action.

The Development of the College

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Hooe (North), Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield.

In addition to this traditional intake area, the College attracts pupils in relatively large numbers from an additional 40 Primary Schools in the Rye, Hastings, St Leonards and Bexhill areas in particular.

The College Buildings

The main school buildings were built in 1955 and have been extended and modernised regularly since then. In 2007, four new classrooms were built, two of which are fully equipped with ICT facilities. Money for these projects came from our designation as a Specialist Sports College. In the summer of 2009 a new Dance studio and refurbished fitness suite were developed within the Sports Centre buildings to provide a resource for both pupils at the College and members of the local community.

More recently, during the summer of 2010, a number of classrooms were refurbished and an additional Science laboratory was created in order to further improve facilities at the College. A grant from the Department of Education has also been used to create a state of the art Artificial Pitch for use by pupils at the College and members of the local community.

In the autumn of 2010 work began on our Creative Learning Centre, the project was completed in the autumn of 2011. The Creative Learning Centre includes a range of ICT facilities, including state of the art 3D projection technology.

The CLC is designed to have a minimal carbon footprint. The thick external walls are constructed from rammed earth with timber cladding and paper insulation. This combined with a grass roof will help to make the building highly energy efficient.

Claverham as a Community College

Claverham's community college status is based on a very broad comprehensive approach to education, recreation and leisure for the whole community and for all ages.

Our response to the needs of our local community is made up of several components:

Claverham Day Nursery

Opened in May 1993, we provide quality care for 40 children from 3 months to 5 years throughout the year. This is an excellent facility both for our own staff and the local community.

Community Education Programme

We run an extensive Adult and Community Education programme in conjunction with ACRES (Adult College for Rural East Sussex) at the main College site, and at local Village centres. In the current programme there numerous courses on offer. Also, in conjunction with a number of local voluntary organisations, we currently run a programme for Adults with Learning Difficulties and Disabilities. Details of the Community Education programme can be seen on the ACRES website: www.acreslearning.org.uk.

Sports Facilities

We have a four badminton court sized Sports Hall, fitness room, a fully equipped gymnasium, a state of the art Dance studio, a climbing wall, an artificial pitch, extensive playing fields and a heated outdoor pool (summer season only). Our Sports Centre Staff run a wide range of sports courses and activities and, of course, all of these facilities are available for hire throughout the year.

Access for the Community

All of Claverham's facilities can be used by local people - the sports facilities mentioned above, small and large meeting rooms, classrooms, the assembly hall, workshops and computer facilities, can all be hired by the local community.

For further information on any of the above, please contact the Community Education Department on 01424 775375, the Sports Centre on 01424 774772 or the Nursery on 01424 774548.

The Governors of the College

The 1988 Education Reform Act has placed governing bodies in a position of considerable responsibility which they share with their Principals and Head Teachers. The College works in close collaboration with the Governors on all

significant matters affecting the life of the entire College community.

Membership of the Governing Body consists of representatives of the local community, parents of pupils, teachers, support staff and the Local Authority. It sends representatives to the Parents and Teachers Association, the Battle Area Sports Centre Management Committee and the College Social Committee. The Governors may also co-opt up to four additional members.

A full list of the members of the Governing Body is available by request from the College.

The Parents and Teachers Association

This is very much a "doing" association which organises social functions and fund raising activities for the College and its community. It is extremely active and friendly and very much welcomes new members. For anyone wishing to involve themselves in the life of the College this Committee is perhaps the ideal starting point.

The PTA meetings also provide an important forum for the discussion of policy, practice and future developments at the College, with parents and carers.

Many members of P.T.A. have subsequently become Governors of the College, perhaps because involvement with a school can become quite compelling and is a good vantage point from which to see and come to understand something of the very considerable complexities of school management.

The Battle Area Sports Centre Management Advisory Committee

This consists of representatives of the District Council, the Local Authority, Battle Town Council, the Governing Body and staff from the College. Its role is to advise the Principal on the overall planning and management of the Centre. Day to day management is the responsibility of the Sports Centre Manager and his staff.

Safeguarding Children in Education

All those who come into contact with children and their families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children. In common with all schools Claverham Community College is committed to promoting the health, safety and welfare of all pupils. A consequence of this is that if a member of staff sees signs that suggest a child may have been a victim of abuse (or is at risk of abuse) then that member of staff will follow the procedure laid down by the Area Child Protection Committee and ensure that the member of the Leadership Team with responsibility for Child Protection is alerted and the necessary referrals made.

To ensure that all actions taken are in line with the guidance laid down by the Department for Education a college policy has been developed, copies of which are available on request.

Complaints Procedure

Claverham Community College recognises that all parents want their children to do well and be happy. We recognise that you as a parent or guardian play an important part in making this happen. Therefore, we aim to provide as many opportunities to keep you informed and involved in your child's progress as we possibly can.

Regular reports, parents' evenings, newsletters and correspondence all help the process. Questions and concerns are usually dealt with quickly and helpfully. However, we recognise there are times when things go wrong, when concerns continue and differences of opinion develop. These can usually be resolved by speaking to the right person.

Most concerns can be settled without too much trouble, but whatever the issue, even where you are seriously concerned about your child's future at the school, it is always important to try to find an answer.

A full copy of the Complaints Procedure is available on request.

Governors' Policy with Regard to Charging for School Trips

In the context of the regulations set out in the 1988 Education Reform Act, the College will continue to offer a range of appropriate off site activities (including visits to theatres, museums, etc.) and will continue to provide consumable materials for use in those parts of the curriculum where these are required.

In all such cases, the College will ask parents to make voluntary contributions to help defray costs, but no pupil will be barred from an activity because a parent is either unwilling or unable to pay.

However, where insufficient funds are available, the College reserves the right not to provide a particular activity.

Governors' Policy on Equality

At Claverham Community College we are committed to ensuring equality of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life. The achievement of disabled pupils will be monitored and we will use this data to raise standards and ensure inclusive teaching. We will make reasonable adjustments to make sure that the school environment is as accessible as possible. At Claverham Community College we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Claverham Community College welcomes its responsibilities to promote disability equality according to the Disability Equality Duty, and views this extension of its duties alongside Parts 2, 3, 4 of the Disability Discrimination Act as a further positive step towards achieving equality for disabled pupils and staff across all areas of school life.

We see this commitment as a key component of our planning for achieving high quality outcomes for all our pupils and view the links with other equalities policies and practices as positive and informing. The College's current Access Plan will be cross-referenced to the DES to ensure that both plans are mutually supportive.

This Disability Equality Scheme contains an Action Plan that sets out the steps the school is planning to take over the next year to meet the General Duty. The scheme is informed by the representative groups of pupils, staff, parents and external disabled agencies. The Scheme, including the Action Plan, will be reviewed annually and a report on progress will be made to the Governing Body. An annual report will also be published for staff and to the School Council.

A full copy of the Disability and Equality policy is available on request.

The Governors and Local Authority is committed to:

- addressing issues of racism;
- ensuring action to support the victims of racism;
- ensuring that existing school policies address racist behaviour and other discriminatory practices;
- recording and reporting racist incidents.

The definition of a 'racist incident' will be that of the MacPherson Report, i.e.

Any incident which is perceived to be racist by the victim or any other person.

The Governors of Claverham Community College undertake that:

- different racial and cultural groups should feature in materials and resources used in all areas of the curriculum;
- staff need to be aware of the way in which they present alternative cultures in order that they demonstrate the richness of other faiths, cultures and traditions;
- pupils must be given the opportunity to develop their insight into the multi-cultural society in which they live;
- departments will have responsibility for ensuring compliance and will address issues in their annual Departmental Development Plan.

When considering resources staff must:

- ensure the material purchased contains positive treatment of racial or religious minorities;
- ensure that materials already in use are checked for racially or culturally biased presentations and either withdraw them or use them only as examples of bias and stereotyping;
- ensure balance is given when considering issues such as third world poverty.

In order to support work undertaken in the curriculum pastoral staff should:

- use PSHE lesson time in order to explore some of the issues raised by living in a multicultural society;
- support positively members of ethnic or religious minorities at the school;
- ensure that all children have the confidence to approach a member of staff should they need help or advice.

Governors and staff will ensure:

- all pupils derive maximum benefit from school policies that are fairly and equitably applied;
- underachievement of all pupils is targeted and strategies put in place to monitor and enhance performance;
- monitoring data is used to investigate differences in achievement and this will include the use of ethnic monitoring data where appropriate;
- pupils are involved in the monitoring and targeting of their own performance.

Behaviour and Anti-bullying policies:

- Amendments to these policies will ensure reference and guidance concerning the promotion of anti-racist practices and behaviour.

The school will fulfil its statutory obligation to keep a formal record of all racist incidents and to report any racist incident to the Local Authority using the appropriate pro-forma as soon as such an incident occurs:

- the school recognises that it is possible for a racist incident (e.g. the use of racist language) to occur in a school where there are only a few pupils of ethnic minority background;
- the school will take every possible step to support the victims of racial harassment;
- all racist incidents will be regarded as a serious matter. Sanctions for pupils will be set out in the school's Behaviour Policy and include the possibility of pupil exclusion. Any example of racism perpetrated by a member of staff will be investigated by the personnel committee of the Governing Body;
- the school will take all possible steps to establish a climate in which all members of the school community have the confidence to report racist incidents and will ensure that all staff receive training in defining and responding to racist incidents.

Monitoring:

- Quantitative and qualitative data relating to the implementation of the policy will be collected and adjustments will be made to the policy if and when appropriate.

Further, in complying with the Race Relations Act, Governors undertake:

- to promote through education equality of opportunity and good relations between persons of different cultural and ethnic backgrounds;
- to try to overcome prejudice and seek to eliminate those procedures which unfairly discriminate against ethnic minorities;
- to strive through the curriculum to enable pupils to value and appreciate the contribution of different cultural groups to human civilisation as a whole;
- to develop understanding and respect for alternative cultures;
- to ensure that positive steps are taken by teachers to deal with racially motivated incidents.

A full copy of the Racial Equality Policy is available on request.

Statement About the Governors' Policy on Sex Education

It is the view of the College that pupils have an entitlement to an education which helps them acquire the information needed to make informed decisions about their sexual behaviour and the consequences of such behaviour. They need to gain an appreciation of the risks involved so as to leave them capable of maintaining healthy personal relationships.

The College cannot avoid tackling sensitive issues including homosexuality and bisexuality, contraception, abortion, sexually transmitted diseases and HIV/AIDS. We believe that we should deliver our legal responsibilities within a framework of moral considerations and the value of family life.

The overall aims of Sex Education at Claverham are:

to ensure that all pupils receive adequate factual information regarding their own and others sexual development;

to deliver a sequential programme appropriate to each age group;

to treat sexuality from both cognitive and affective viewpoints;

to enable all pupils to develop a positive self-image and positive attitudes towards sexuality;

to encourage the pupils to have respect for themselves and for others and to act with moral dignity;

to educate pupils in the responsible management of their relationships and help them overcome any prejudices and misunderstandings that they may have about sexuality.

The Place of Sex Education in the Curriculum

All staff are involved in the overall delivery of the Sex Education programme in that all have responsibility for helping to deliver inter-personal relationships. However, some departments and all House Tutors will have specific responsibilities for Sex Education. Science, Religious Studies and Physical Education syllabi contain elements of Sex Education which will be delivered as part of the subject. House Tutors with their particular responsibility for Personal and Social Education will deliver large parts of the programme. Care is taken to ensure that there is continuity and progression and that the subject content is well matched to the age and ability of the pupil.

The Tutorial Programme will contain agreed topics which will be delivered using a range of teaching and learning styles. The use of role-play, drama, video and team-teaching will allow a presentation which is open, frank and appropriate. Visiting speakers, for example the School Nurse or Youth Social Worker, will allow staff to vary the way in which material is presented to their classes.

The whole area of Sex Education is best handled within a context of developing relationships, health education and family life.

Parents are welcome to discuss the programme with the Principal and have the right to withdraw their child from it. Parents who wish to exercise this right should contact the Principal in the first instance. Our approach is such that no parents have felt it

necessary to withdraw their children to date.

Governors' Policy on Religious Education

All pupils at Claverham receive religious education as part of their curriculum.

In Year seven we take a thematic approach to the development and current form of the six major world religions. We start by considering why we need to learn about different religions and then move on to the development of Christianity. We also look at living religions in the United Kingdom today. At the end of year seven we visit a local church and a Mandir in London.

As part of the year eight curriculum pupils study religion founders including Jesus, Muhammad and Guru Nanak. We then move on to studying Rites of Passage in the six major world religions.

In Years nine and ten pupils study the Edexcel GCSE Religious Studies course. This course considers theological issues, such as the Christian concept of the Trinity as well of philosophical issues such as the existence of an all-loving God in the world today.

In Year eleven religious themes are debated through the PSHE curriculum.

Under Section 23 of Education Reform Act 1988, the College must provide a programme of Assemblies, largely of a Christian nature, as well as a structured compulsory religious education curriculum.

Parents are welcome to discuss provisions under the Act with the Principal and have the right to withdraw their child from the programme. Parents who wish to exercise this right should discuss arrangements with the Principal. The act only allows for pupils to be withdrawn on a religious basis and requires parents/carers to provide alternative work of a religious nature.