

CLAVERHAM COMMUNITY COLLEGE

North Trade Road,
Battle,
East Sussex
TN33 0HT
info@claverham.org



School (01424) 772155
Fax (01424) 774106
Absence Textline 07860 095526
Sports Centre (01424) 774772
Day Nursery (01424) 774548

Principal: P. Swatton, B.Eng(Hons)

Date: 24th September 2019

Ref: PAS/SP

Dear Parents and Carers,

Information for the Start of Term September 2019

I hope that you and your family had a good Summer Break. We are now a couple of weeks into the new term; and I am pleased to say that the students have come back well rested and prepared for the challenges of the school year ahead. There is a lot of information to give to parents at this time of the school year, and I hope that the information contained in this letter will be a useful point of reference both now and during the next few weeks.

I was extremely proud to welcome all of the students to the College on the first day of term; they looked exceptionally smart in their uniform, thank you for your support with this. I am especially delighted that our new Year 7 students have made such a great start to their time at Claverham and are proving to be an excellent addition to our community. We have very high expectations of all students over the coming year and expect them to make excellent progress in all areas of College life.

I spoke to all of our students at the beginning of the term about the core values of the College. I firmly believe that the traditional ethos of the College linked to the core values of respect, responsibility and resilience, enables our students to make progress in all areas of their lives and fulfil their potential both in terms of academic achievement and personal development. Claverham has a tradition of high expectations in all areas of College life and I know that by ensuring that our core ethos is maintained and that our students approach life with a positive mind-set, we can ensure the continuing success of our students and the wider College community.

In lessons, our students are engaged and focused on their learning. They are demonstrating clearly the ethos of the College, showing their determination and ambition to achieve well, their consideration and compassion for each other and their enthusiasm to enjoy and participate in College life. Members of staff are keen to recognise and reward these qualities when they see them using our college reward system through Classcharts.

Our website (www.claverham.org) is a key source of information over the course of the year and is updated regularly. Additionally the Claverham twitter feed (@claverham1) is used to display news and events from around the College community.

Having just welcomed our new Year 7's to the College it is now time to start planning for next year's intake. The open evening for prospective parents is on Thursday 3rd October from 6.00pm, we also have working open mornings taking place over the next few weeks; details are available on our website. Parents are asked to contact reception to book an appointment slot for one of our open mornings.

G.C.S.E. EXAMINATION RESULTS

Pupils and staff at the College worked exceptionally hard in preparing for the GCSE examinations in May and June and I would like to congratulate them on the results that they have achieved. In a constantly changing and challenging educational climate, the College continues to set the highest standards for all our pupils.

For the second successive year, the College results have improved and we continue to exceed the national average in all benchmark measures (shown below).

	CCC 2019	National Ave 2018
• 9 – 4 in English and Mathematics	73%	(64%)
• 9 – 5 in English and Mathematics	56%	(43%)
• EBacc (Average points score)	4.94	(4.05)
• Attainment 8 (A8) figure	53.4	(46.6)

This means that the average grade per student based on their best 8 qualifications was 5.3 (B-) which compares very favourably with the National average of 4.7 (C).

The new 9-1 grading system is now in place for all subjects. Grade 9 is not the same as A*, it is designed to recognise the very highest performing students, so there are fewer grade 9s than there were old A*s. Grade 8 straddles the top of the old A and the bottom of the old A*, so there is no direct comparison with A*.

These results are due to the close and productive partnership that exists between home and school. The commitment of the pupils to their studies, the unstinting support of parents and the focused expertise and skill of the teaching staff enable pupils from across the whole ability range to reach and, in many cases, surpass the ambitious targets set for them.

Notable Highlights:

Pupils awarded outstanding grades

Thomas Moore
 Charlie Murphy
 Elsa Phillips
 Tabitha Richards
 Marli White
 Amy Ballard
 Louie Pietroni
 Amelia Cameron
 Alicia Wakeford
 Jennifer Styles

Pupils who made exceptional progress

Esme Charlot-Vickers
 Taylor Cooper
 Emily Hobson
 Sarah York
 Eve Haley
 Thomas Neville
 Camilla Cummins
 Tabitha Richards
 Gabriella Pontecorvo
 Camille Charlot-Vickers

We are delighted that over 30% of the College examination entries yielded the top grades (9-7), an increase of 12% when compared to 2018. Additionally, 63% of the grades awarded this summer were at least grade 5. This represents an increase of 11% over 2018.

Following initial analysis of these results, our main targets for the coming year are to maintain and improve upon this level of attainment and achievement for the current pupils. We will also address underperformance issues in some individual subject areas and continue to improve the performance of our most able pupils and thus continue to increase the percentage of pupils achieving the top grades. A variety of strategies will be used to address our targets for the coming year. These targets are outlined in the College Improvement Plan which is scrutinised by the Governing Body and County advisors.

Once again, my thanks go to the staff for their efforts in preparing the pupils for their examinations and our congratulations go to them all for their individual successes.

Private Tutors:

At the start of the academic year, parents may be looking at getting their child a private tutor. Please also bear in mind the following safeguarding checks:

- Requesting sight of a current enhanced Disclosure & Barring Service check (DBS);
- Obtain references;
- Do not leave your child alone with the tutor and ensure that lessons take place in a communal part of the home.

Please bear in mind that tutor services are not regulated.

STAFF NEWS

I am very pleased to welcome the following members of staff who have taken up positions at Claverham from this September:

Mrs Brooks joins the English Department;
 Mrs Hardy joins the College as Head of MFL;
 We welcome Mr Pitman back to the College in the Maths Department;
 Mr Mitchell joins the PE Department;
 Mrs Sharp joins the Maths Department;
 Mrs Sheehan joins the College as a Senior Cover Supervisor;
 Mrs Taylor joins the College as our Medical Welfare Officer.

HEAD GIRL/BOY: DEPUTY HEAD GIRL/BOY

I am very pleased to announce that I have made the following appointments for this school year:

Head Girl:	Evie Eason-Warner	Deputy Head Girl:	Cora Taylor
Head Boy:	Hugo Holmes-Bower	Deputy Head Boy:	Cal Daykin

Congratulations to these four senior pupils and to all the Prefects and Senior Prefects appointed recently across the College.

Caldbec –Callum Brand C10 & Maya Andrew C36
 Deputies: Kitty Horsman C36 & Holly White C10
 Montjoie – Oliver Sargent M31 & Megan Hammond M31
 Deputies: Bethany Hill M31 & Hazel Fox M24
 Oakwood –Hugh Cameron O38 & Saffron McGain O38
 Deputies: Holly Higham O38 & Chloe Henham O55
 Santlache – Aidan Kirby S12 & Mia Taylor S19
 Deputies: Harindu Nettikumara S12 & Maddie Brandt S19
 Telleham –Peter Conte T29 & Emma Lawton T29
 Deputies: Ben York T30 & Mei-Gui Rose T30

SOCIAL NETWORKING WEBSITES – GUIDANCE FOR PUPILS AND PARENTS

In recent years social networking web-sites have become an increasingly popular way for people to publish their personal profiles, opinions, photos and video clips on the internet. However, some recent incidents involving pupils and these sites indicate that further guidance to pupils and parents about the use of these web-sites would be worthwhile.

Pupils publishing information on these sites must be aware that this information could potentially be viewed by anybody - not just their current circle of friends. They need to think carefully about whether they would be comfortable with anything they publish being seen by parents, relatives, teachers and possibly even future employers. For personal safety reasons, the importance of not revealing contact details such as full names, addresses and telephone numbers cannot be over-stressed. Photographs and video clips from mobile phones and web-cams published on the internet can be easily copied, manipulated, e-mailed and printed by anybody, so careful consideration needs to be given to the suitability of any images and video clips placed on these web-sites.

Most young people use these web-sites in a positive way to maintain and develop friendships beyond school hours and after leaving school. However, they can also be used as a tool for bullying and action is always taken by the school against any pupil using these web-sites in an inappropriate way. This includes the posting of comments, photographs or video clips about any pupil or member of staff or the use of offensive language, images or video clips that could in anyway be associated with the school.

These web-sites are regularly monitored by staff, but the most effective policing of content are by pupils themselves and any pupil discovering inappropriate content should report it to a member of staff immediately.

Parents obviously also have a huge part to play in ensuring that our pupils access the internet in a safe way by monitoring their access and usage of website and social networking. By working together we can help to ensure that young people in our community develop into safe and responsible citizens of the digital world.

Should parents have any concerns about their son/daughter's experience of any of these web-sites they can go to the College Website to get further advice <http://claverham.e-sussex.sch.uk/parents/internet-safety-2/> , or contact their child's Head of House.

CLASS CHARTS

To assist both pupils and parents in the organisation and completion of homework, we provide an online record of all homework that is set and relevant completion deadlines.

Pupils have been provided with a school planner in which they are still expected to record full details of their homework. Should there ever be any uncertainty about homework that has been set then full details may be viewed through the 'Class Charts' website.

Parents and pupils have been provided with their own unique login code and this code remains active until such time as the pupil leaves the College. If log in details have been forgotten/lost, please email ictsupport@claverham.org or send your child to the IT support office. Class Charts can be accessed from any web browser and there is also a link provided on the College website (www.claverham.org).

Any pupil that does not have internet access at home is able to view and print out details of their homework in school at break, lunchtime or in after school 'homework club' (15.30 – 17.00 Mon – Thurs Room 24).

Should you or your son or daughter experience any problems with 'Class Charts' please contact their Head of House in the first instance.

ATTENDANCE

I would like to thank parents for all their support in ensuring that the attendance of pupils at the College is as high as possible. By working together we have managed to improve our attendance rates over the past year, an achievement which we are very proud of.

I know that parents appreciate how important excellent attendance and punctuality are in that they are key factors in pupil's progress in their studies, enabling future success, as well as setting up good habits for later life in terms of further education or employment.

Obviously in order to maintain this accomplishment we need to continue working together to ensure that our pupils attain maximum attendance.

Claverham Community College operates a procedure for parents wishing to request absence taken within term time, in line with the guidelines set by the local authority, East Sussex County Council.

The vast majority of parents support the College in not taking their daughters or sons out of school in term time, other than in exceptional circumstances. Obviously any absence from school does disrupt a child's learning.

The law does not grant parents an automatic right to take their child out of school during term time. You may consider that an absence will be in part educational, but your child will still miss out on the teaching that their classmates will receive during this time. Children returning from a term time absence are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of under-achievement, which is something we all wish to avoid.

The Department for Education allows a Principal or Head Teacher the discretion to consider authorising an absence in term time only in "exceptional circumstances". If you consider that your request for absence is exceptional you will need to complete an 'Absence in Term Time' request form, which is available via the College website or from the main College reception. The form should then be returned to your daughter or son's Head of House for consideration. A response to your request will be sent to you as soon as possible. If the absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

In the case of an unauthorised absence, the Local Authority Behaviour & Attendance Service will be notified and a Penalty Notice will be issued. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action. Please note that such a Penalty is issued to each parent for each child taken out of school.

These procedures apply to the parents/carers of children of compulsory school age who are registered at a maintained school, academy, pupil referral unit, or any other alternative educational provision arranged under s19 of The Education Act 1996.

All those defined as a parent under section 576 of the Education Act are parents for the purposes of these provisions. As with prosecutions under section 444 Education Act 1996, a penalty notice may be issued to each parent liable for the offence.

All requests must be made by completing the 'Absence in Term Time' request form; letters will not be accepted. This form should be returned to the College at least 14 days before the start of any absence.

Thank you once again for your continued help and support; I am sure that by working together we can continue to improve the College for all members of our community.

PUNCTUALITY

We pride ourselves on the punctuality demonstrated by our pupils who arrive in good time in the morning and to lessons throughout the day. Along with excellent attendance, good habits in terms of punctuality, formed in school will stand pupils in good stead for later life and employment.

Just to remind parents, pupils are met by staff on the school gate every morning. Lessons start at 8.55 a.m. and it is important that pupils are in school before that time. Please do not put your child in the position where they will arrive late to school, it gets pupils' off to a bad start to the day. If a pupil is late twice within a 2 week period they will receive an after school detention. However, if a pupil is persistently late, more than 4 times in a term then they will receive an after school detention each time that they are late.

Please note this does not apply when a pupil has caught a designated school bus which subsequently arrives late.

I am sure that by working together we can ensure that all pupils can achieve excellent levels of punctuality and attendance.

ABSENCE OR LATE ARRIVAL

Could parents please ensure that we are informed if a pupil is going to be absent or will be arriving late to school for any reason. Without a text message or e-mail our staff members have no way of knowing whether an absence or late arrival is due to your child not being sent to school or being sent and not arriving.

If your child is unwell or going to be late into school for any reason, for their safety, please contact the school before 9.30am by either of our preferred methods:

REPORTING A CHILD'S ABSENCE OR LATE ARRIVAL

Text Number: 07860 095526

Or

E-mail: attendance@claverham.org

Please leave your message by 9.30am with your child's full name, tutor group and the reason in all correspondence.

Reporting an absence by text or email will be sufficient in explaining a day's absence or continual absence for up to 2 days in a calendar week. Please contact the College again on the third day if your child's absence continues beyond 2 days. Please be aware any absence of 2 days or more requires medical evidence to be provided to the college. Parents can be fined by ESCC if medical evidence is not provided.

All pupils who arrive late to school or need to leave early for any reason must report to Reception to sign in or out as appropriate.

If your child returns to school after an illness and you would like to inform us that your child has been sent, please contact the College using the above contact details so that we can alert you if your child does not arrive at school as expected. Please contact us again on Monday morning if your child's illness continues into a second week.

Pupils leaving for Appointments during the School day

I would ask parents to give the College advance notice in writing of any appointments, medical, college interviews etc requiring pupils to leave school during the day. Pupils should bring a letter into school, on the day of the appointment, signed by their parent/carer. The letter should give details of the appointment and state whether they are allowed to leave school or required to wait in reception to be collected, and if so, by whom. This information is required to safeguard your child. Your child should then hand this letter to their House tutor for signature at morning registration on the day of the appointment. This letter then needs to be handed to reception when signing out as confirmation that they have permission to leave. I understand it is not always possible to make medical appointments out of school hours but appreciate your efforts in keeping the amount of missed time to a minimum.

Changes of address or contact details

Please inform the College if your address, e-mail, work or mobile numbers change so we can update our records.

DETENTIONS

We have updated our Behaviour Policy in line with feedback from our stakeholders. Page 5, point 7 – Classroom Behaviour Management & point 17 Sanction Guidance and Procedures are the key changes. To see a copy of our policy please see our College Website: <http://www.claverham.e-sussex.sch.uk/documents/policies/>

Please note that the notification of an After School Detention will be via an email to parents. We no longer send out detention letters. This is to minimise the time between pupils receiving the referral and completing the detention. We will always endeavour to keep parents informed so please provide us with an up to date email address. Students are reminded via a slip in their register too, on the day.

ENERGY DRINKS

I would like to remind pupils and parents that we do not allow energy drinks or drinks high in caffeine to be brought into school.

It has been reported in the press recently that some secondary school-age children come into school having not had a proper breakfast and start the day with one of these energy drinks. This can lead to pupils being hyperactive and lacking in concentration. This is obviously not conducive to a good learning environment in the classroom and could lead to a negative effect on behaviour. We have conducted assemblies with the pupils at the College highlighting the issues surrounding drinks of this type, the need to have a good healthy breakfast, and the benefits that this has on the learning that takes place during the school day. I am sure that parents also regularly give their children encouragement with regard to eating a healthy breakfast.

We place a huge value on the quality of teaching and learning which takes place in the classroom and want to do everything possible to ensure that our pupils engage fully with their lessons. I am sure that you share my concern over the negative effect which these drinks can have and will support the pupils and the College with this. I have also reminded the pupils that any energy drinks brought into the College will be confiscated.

CAR PARKING

The area at the front of the College, further along North Trade Road and the adjoining roads continue to be very busy, particularly at the beginning and end of the day. Coaches need to be able to pass through the site and I would be grateful if parents could keep the front of the College clear at peak times.

I have also been asked by the owners of properties in the roads adjoining North Trade Road to ask that parents are considerate in the way which they drive and park so as not to pose a danger to pupils and other pedestrians and not to block driveways or access.

Could I also take this opportunity to remind parents that there are no rights of way through the College? Cars driving onto the site to drop off or pick up their children or using the entrances as an area to turn round do constitute a hazard to our pupils and staff, especially at the start and end of the school day.

LOST TRAVEL PERMIT/FREEDOM TICKETS

If a pupil loses their Travel Permit/Freedom Ticket East Sussex County Council will issue a duplicate upon receipt of payment. The fee is £10 for each duplicate.

Duplicate passes can be ordered by calling Accounts Receivable at East Sussex County Council on 01273 481280 where you can pay by debit or credit card.

Please note that temporary passes can only be issued by the school to pupils who have Travel Permits to travel on the school coach services (CC1, CC3, CC4, CC5, CC6, & CC7). Temporary passes cannot be issued to pupils who lose or forget their Freedom Tickets and usually travel on the public bus services. Pupils will need to pay the usual bus fare.

Pupils need to carry their bus passes on a daily basis. Buses can refuse to carry a pupil without a pass.

CHEWING GUM

The summer clean illustrated just how much damage can be done when chewing gum is brought to school. The College rules are quite specific when it comes to chewing gum. Please ask your son or daughter not to bring chewing gum into school as it is not allowed on school premises. Pupils found in possession of chewing gum will be given after school detentions, during which they will be required to assist in community service activities around the College site.

MOBILE TELEPHONES AND OTHER VALUABLE ITEMS

I would be very grateful if parents would ensure that their children are aware of the College rules concerning mobile telephones and other valuable items. They are not allowed to be brought on to the school premises and will be confiscated if they are. One of the major reasons for this is the high cost of these items and the considerable distress it can cause if they are lost or stolen. As they should not be brought on to the premises I would point out that should they be lost or stolen they are not the responsibility of the College.

FINANCE OFFICE

We now use ParentPay to collect medical consent information for school trips, even if there is no cost associated. With this in mind, if you have not yet activated your ParentPay account please do so at your earliest convenience. Please contact Mrs Blissett in the Finance Office by emailing sba@claverham.org, or via the main school number, if you need a reminder of your activation codes. It is also useful if you enable the email alerts in your ParentPay account. This will send you a message every time a new item has been added to your account.

With the use of ParentPay to pay for school trips and dinner money, the Finance Office does not have any change to give to pupils. Please ensure you give your child the appropriate change for bus fares etc. before they come to school as we cannot guarantee we can accommodate requests.

LIBRARY

Opening Times: The library is open from 8.55 a.m. to 3.30 p.m. including break and lunchtimes.

Library Lessons: Year 7 pupils will have one English lesson per fortnight in the library during which time they will be shown how to use the library efficiently which will encourage them to become confident and independent learners.

Library Books: All pupils are able to borrow fiction and non-fiction library books and can keep these for two weeks. If they need the books for a longer period they can be renewed. Pupils are encouraged not to keep books indefinitely as this prohibits other pupils from being able to borrow them. Please ensure that your child returns books promptly to the library.

Accelerated Reader: All Year 7 pupils are enrolled on the Accelerated Reader reading scheme. They should all, by now, have received their individual reading level, so will be able to choose, with confidence, their reading books. In order to check the level of reading books they have at home, please visit www.arbookfind.co.uk.

Library Computers: There are thirty computers in the library and these are available to pupils who wish to come to the library during break or lunch time to do homework or research. Pupils are able to access the internet and their work files from any computer in the school, including the library.

Silent Study: Year 11 pupils have supervised exclusive access to the library between 3.30 and 4.45 pm Monday - Thursday. This will give Year 11 pupils a space to study, in silence, without distractions. For further information, please see attached poster.

P. E. DEPARTMENT

Valuables: Please take this opportunity to remind your son or daughter that any valuable items should be placed in the valuables box during P.E. lessons. In order to assist pupils identifying their watches and calculators, we strongly recommend that all items have pupils initials scratched on the back, and that expensive watches are not used for school.

Kit: Once again can we take this opportunity to remind you that all P.E. kit needs to be clearly labelled - preferably on the outside of the garments to make identification easier. If your child is unable to take part in PE due to an injury it is still necessary for them to bring their kit. Providing it doesn't cause any discomfort, your child can get changed and still play a less active role in the lesson such as coach, official or choreographer. If your child is likely to have to miss P.E. for a long period of time, a Doctor's certificate is required.

Due to the range of activities carried out in the curriculum, we request that plimsolls, vans or converse style trainers are not worn in PE lessons as they do not provide sufficient support.

Clubs: A club list has been included at the end of this newsletter. Lunch time clubs begin at 12.55 p.m. and finish at 1.30 p.m. (It is advised that your child has a packed lunch on these days).

After school clubs begin at 3.30 p.m. and finish at 4.30 p.m. All abilities are welcome at these clubs all that is asked is that the child has enthusiasm and commitment.

Matches and Competitions: If your child is selected to represent the College at any time they will be given a letter to take home. All the relevant details will be given i.e. venue, times etc. We ask that you sign the reply slip attached to the letter acknowledging that you are aware of your child's attendance and selection and that you are able to collect your child at the required time. Spectators are always welcome at any of the College fixtures, but could I please ask you to sign in at reception. You will also require photo id as part of our safeguarding procedures.

Notes: It would be most helpful to the members of the P.E. Department if you could notify them of any medical conditions that might affect your child's performance.

MUSIC DEPARTMENT

Rehearsals for the school production are underway, and once again we see Music, Dance and Drama working together. This year the show is Little Shop Of Horrors, which will be performed in the college hall from 23rd - 25th October, 7pm. Details of how to purchase tickets will follow soon.

We need to transform the stage into a flower shop for this show, so we are looking for donations of artificial flowers to help us with this. If you can help, please send your donation into school, or contact ecg@claverham.org for more details.

There are a number of bands who meet and work regularly with Mr Di Girolamo - new bands who are interested in rehearsing at school should speak with him as soon as possible.

Other rehearsals: Other clubs are on hold until after Little Shop, but expect to see Choir and Orchestra up and running again after half term, when we will begin preparing for the Christmas concert. There will also be opportunities for soloists and groups to perform - details to follow nearer the time.

Attendance at clubs also earns points for their house, and decides which house wins the Andrew House Music Cup each year.

Peripatetic Lessons (East Sussex Music): Lessons have begun for most instruments already - please make sure that you check the timetables in the music corridor each week for your lesson time.

Any pupils who wish to begin learning an instrument should speak to their music teacher or apply online at eastsussexmusic.org

Dates for your diary:

Little Shop Of Horrors: Wednesday 23rd – Friday 25th October, 7pm

Christmas Concert: Wednesday 18th December, 7pm

Congratulations to those of you who passed music exams last year - don't forget to come and tell Mrs Graham how you got on - the noticeboard needs updating with your certificates!

GEOGRAPHY DEPARTMENT

Year 11 pupils are visiting Eastbourne seafront on Thursday's throughout September in order to conduct field studies to complete the fieldwork element of their Geography GCSE. They are collecting data in order to test two hypotheses, one based on how groynes affect the beach and the other to see how environmental quality varies from the seafront. The fieldwork processes and the data presentation and analysis are used in preparation for Paper 3 of the new GCSE.

Year 10 and 11 - Students can find revision checklists for all topics in their respective class folders on the Geography pages of the VLE. Each topic is also summarised onto two or three pages within the folders as well. Revision guides will be available to purchase through school and information will be sent out in early October.

Homework - the department continues to use Quizlet this year for some homework tasks in all year groups. Students will register for the free site and will have tasks set through this. Quizlet helps students to learn key words and their meanings in a range of different ways. Understanding these words helps students to write higher quality answers, showing geographical vocabulary. Please support your son/daughter by keeping their log in details in a safe place to avoid having to re-register throughout the year.

CLUBS AND ACTIVITIES

In addition to Music and Sports activities, pupils may wish to join the following:

Art Support Sessions: Miss Reed – Tuesday lunchtime room 31; Miss Parker Tuesday after school, 3.30pm – 4.30pm room 30; Ms Betts every lunchtime and some Monday afternoons by arrangement.

These are for KS3 & KS4 mixed. Pupils can join any teacher but KS4 are recommended to see their class teacher in the first instance, or request to join another teacher.

Choir: Mrs Graham – will start after half term

Design & Technology GCSE coursework and catch up after school 3.30 pm - 4.30 pm Tuesdays. STEM – completing challenges, competitions and exploring the world of technology through science, engineering and maths – Wednesdays 3.30 pm - 4.30 pm

Drama Club – Miss Roadknight – will be starting on a Monday lunch time after the College production has had its run.

MFL: Any Modern Foreign Language can book in with Mrs Hardy Tuesday or Wednesday in room 53 after school.

Homework Club: for all years - Room 54 (computer room) Monday – Thursday 3.30 p.m. – 5.00 p.m. Just turn up and use the facilities with staff support available.

Year 11 Silent Study: Monday to Thursday in the library 3.30 – 5.00 p.m.

I.C.T: Year 10 and 11 Creative iMedia ‘ Homework/Course Club’ work, catch up and support – every day 3.30pm – 4.30pm in rooms 32,33 & 34, except for Mondays.

Computer Science Years 10 and 11 ‘Homework Club’ revision, work catch up and support – Tuesdays and Thursdays 3.30pm – 4.30pm in room 34.

Coding Club – Room 34, 3.30pm-4.30pm. Open to all year groups – Tuesdays and Thursdays.

Library: Open each lunch time and break time. Please see separate item.

Music Clubs: Production rehearsals (Little Shop Of Horrors) – most lunchtimes, Tuesday/Wednesday/Friday after school. Music rooms are open most break times for quiet keyboard practice (first come first served). GCSE musicians can come for performance support on Thursdays (after school) – or see Mr D to arrange a time for composition support.

Maths: Homework support available by prior arrangement with subject staff.

Orchestra: Mrs Graham - will start after half term.

Rock Groups: Mr Di Girolamo - rehearse Friday lunchtimes.

School Council: This is the representative group for the pupils, which meets to debate and discuss whole school issues with the Senior Staff. Elections for tutor group representatives will be held soon.

Ski Club: There will be 3 dry ski slope evening visits to Knockhatch ski centre. The dates for these are Wednesday 6th November, Thursday 12th December and Thursday 23rd January. Details about these will be put on the electronic noticeboard.

Sports Clubs: Please see separate timetable.

SKI TRIP 2020

This trip is full.

Details of the ski trip in 2021 will be published shortly.

PLANNED TRIPS

In order to help parents to plan ahead, we thought it would be useful to provide details of planned and proposed trips for this school year and a bit beyond. This is by no means an exhaustive list. We may well offer further visits should suitable opportunities arise. Most of these trips are repeated each year. Enquire early and plan ahead.

Sept 2019	Geography Field trips x 3 (Miss Kent)
Winter 2019/2020	Dry Slope Skiing – various dates
Oct 2019	An Inspector Calls Theatre Trip, Blue Reef Coastal Art Trip (Yrs. 10 & 11) & Macbeth (Yr. 9)
Nov 2019	Poetry Live (Yr. 11)
Dec 2019	Bodies Exhibition (Yr. 11)
Jan 2020	GCSE Science Live (Yr. 11)
Feb 2020	An Inspector Calls (Yr. 10)
Spring/Summer 2020	Duke of Edinburgh Award (Yr. 10)
Easter 2020	Ten Tors Training, Dartmoor (Yr. 10)
July 2020	Year 9 Camp (Mr Harrold) & potentially Barcelona Languages Trip (Yrs. 8, 9 & 10)
Sept 2020	Lake District Mountain Walking (Yrs. 10 & 11)
Feb 2021	Ski trip to Italy (Mr Ockmore – Yrs. 7 - 10)

PARENT AND TEACHER ASSOCIATION

The PTA has enjoyed another busy and bumper year and has managed to raise £8238 this year (September 2018-August 2019). This was via the ever popular four Year 7 & 8 Discos, voluntary contributions via ParentPay, the sale of refreshments and sports day barbecue.

The PTA money has been allocated to this year's wish list requests from a number of departments. Several items were bought from the wish list. We hope to be able to support more requests throughout this academic year.

The PTA has continued to purchase all of the prefect ties for the new cohort of school prefects. The departments and students are incredibly grateful for the items and the ties that they receive. There will be an update as soon as the items are decided.

These activities are very well supported by the PTA members and College staff. We are extremely lucky to have such supportive parents and we challenge the Governors to enter a team into this year's quiz!

If you are interested in joining the PTA please contact Mr Harrold, at the College. New members are always welcome. We have just had our first meeting of the year which has given us new energy and an injection of new ideas and focuses.

We have added a button to our Parent Pay portal to enable parents to make voluntary donations to the PTA. These donations will be used to support various projects within subject areas and around the College. Please donate using this button if you feel able to.

IS YOUR CHILD ENTITLED TO FREE SCHOOL MEALS?

You may not be aware that your child could be entitled to free school meals. Free school meals can be given if you fall into one of the following categories:

- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- **Child Tax Credit only**, if your annual household income (assessed by HM Revenue & Customs) isn't over £16,190. **Anyone getting Working Tax Credit won't get free meals regardless of income**
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

The school will also receive extra money to use towards enhancing your child's education, something we need now more than ever with the current budget crisis.

For more information please contact Mrs Blissett in the Finance Office or follow the link to the online application form <https://admissions.eastsussex.gov.uk/Enrol/Website/default.aspx>

CASHLESS CATERING

Just a reminder that any cheques to top up pupil accounts should be made payable to CHARTWELLS and sent to the school marked for the attention of the kitchen. This is especially important for pupils who have a daily allowance limit on their account as cash credited to the pay point machines by pupils is not subject to any limits.

Free school meal balances are not available to view at the pay point machines but can be checked with the kitchen.

If you would like to set a daily allowance limit for your child, please send a letter with your child's name and the amount you wish your child to spend every day, for the attention of the kitchen.

SCHOOL MEALS

The price of a standard 2 course meal for pupils is £2.16. The free school meal allowance has remained in line with this figure.

Due to increased use of Parent Pay and changes within the operation of the Finance Office we are unfortunately no longer able to provide change for students.

CAREERS DEPARTMENT

It is time for Year 11's to be looking to secure a place in post 16 education, an apprenticeship or some employment work training after they have left us next summer. We will be running a 'Moving On' event on Wednesday 16th October for all our Year 11's. This will involve special assemblies by the main local colleges in lesson periods 3 and 4 and a post 16 provider's fair at lunchtime for pupils to ask further questions. Parents are welcome to attend the fair at lunchtime from 12:55 to 13:40 but as it is during the working day so unfortunately there will be no parking available on site. Full details will be sent out home soon.

Year 11 students are being issued with log in details for the e-Prospectus and application system which is replacing the now defunct UCAS Progress application system. Our careers members of staff are being trained on how to support students with their online application. Students will also be guided through the application process in their weekly Careers lessons. Students are also able to log in from home should you wish to work on their applications with them.

Students in year 11 are currently being invited to attend one to one careers interviews with our adviser Mrs Masters to give them an opportunity to discuss their options for further education. If any student or parent wishes to speak to Mrs Masters please contact her on careers@claverham.org.

We are entering the period of time when most of the College or Sixth Form open days or evenings are scheduled. Please check the websites of any post-16 providers you are interested in. There are links available on the Careers homepage. Please be aware that the application process for the Kent schools is very early and that they must be contacted independently. If you need any information, advice or guidance regarding careers we would ask you, in the first instance, to go to the careers page on the learning zone and follow the links to the many very informative websites there. If you still have questions or need further input, please contact the careers team at the College. We will then attempt to provide the support you require. Any interviews would be open to both pupils and parents to attend.

Once again the work experience for Year 10 at the end of last academic year went very well and our pupils gained a great deal from the week. Thank you to all involved. I would ask all current Year 10 parents to start investigating all possibilities for organising your own placement the week beginning 13th July 2020. Work experience letter and forms are available on our website and VLE zone for you to complete once you secure a placement and would ask you to submit the details of the placement by the end of January 2020. There is an early and strict deadline regarding placements as each must be formally approved by ESCC and this often involves undertaking Health and Safety visit to placements by their staff. We can no longer guarantee finding a placement for students, so it will not be possible for your son/daughter to go on work experience unless you organise your own placement. Please check that your chosen employer has Employers Liability Insurance when arranging a placement. ESCC do not approve placements without proof of this insurance and in previous years placements have been jeopardised for this reason.

Work experience forms have also been emailed home and are also available on our webpage. Please contact Mrs Francis if you require more information at this time.

Year 9 students whose participation in the Widening Participation programme with the University of Sussex will be confirmed, are going to be invited to their first trip Campus tour on 11th October (details will be sent out soon). We are also inviting the parents of those students, to attend the parent information evening presented by the University of Sussex representatives on Monday 14th October from 6pm to 8 pm. Students are also welcome to attend.

PRIVACY NOTICE (How we use pupil information)

Claverham Community College processes personal information about its pupils and is a 'data controller' for the purposes of Data Protection legislation. We collect information from you and may receive information about you from your previous school and the Learning Records Service. If you are enrolling for post-14 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us details of any learning you have done in the past or any qualifications you have.

The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including individual needs and banding)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- assessment and attainment (such as key stage 2 data, current attainment data, post 16 courses enrolled for and any relevant results)
- behavioural information (such as rewards and sanctions, exclusions and any relevant alternative provision put in place)
- passport details (where applicable for certain trips)
- student photographs
- video and audio recordings
- CCTV images
- Parent/Carer details (such as name, address, contact details etc)

Why we collect and use this information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to keep children safe (food allergies, emergency contact details, medical conditions, CCTV, student photographs)
- e) to assess the quality of our services
- f) to meet the statutory duties placed upon us
- g) to enter pupils for examinations
- h) to provide access to post 16 training providers, youth services and careers advisors
- i) to provide an effective school catering service
- j) to provide an online payment system for dinner money and trips
- k) to effectively monitor and manage payments for items including PE kit, school trips etc
- l) to book school trips and activities

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. Most commonly, we collect and process personal data to enable us to comply with a legal obligation or we are acting in the public interest or exercising our official authority. We may also process pupil's data where we obtain consent from you or have a genuine legitimate interest which do not harm your rights or interests. Examples of the data we process under each lawful basis are outlined below:

Legal Obligation

For admission to the school, providing data to the DfE such as the school census, special educational needs, keeping children safe in education and reporting and investigating accidents.

Public Interest

Transfer of files to another educational establishment, sharing data with the exam boards, processing exam data, downloading KS2 results using the key2success portal, inputting and analysing assessment data using 4Matrix, generating target grades using FFT Aspire, monitoring behaviour, attainment, rewards and providing an online learning platform using Classcharts, monitoring and managing independent reading practice, providing digital learning resources and assessment materials, providing access to online careers guidance and protecting our staff and pupils using CCTV.

Special category data including race, ethnic origin, religion, health, sex life or sexual orientation is processed under Substantial Public interest.

Consent

Official and unofficial school photographs, video and audio recordings, SAM online learning platform, healthcare plans, to book school trips and activities and to send out any communication to parents for anything taking place on the school site which is not school related.

Explicit consent will be requested for any special category data such as health.

Consent can be withdrawn at any time by writing to the college.

If consent is not given for photographs then one photo will be taken for our administrative systems only to identify and therefore safeguard your child under Legal Obligation.

Legitimate Interest

Providing access to post 16 training providers through UCAS progress, communicating with parents, supporting vulnerable groups with post 16 education through ESCC Youth Employability service, providing a canteen service (parentpay), monitoring library resources using Oliver Softlink and maintaining effective finance systems.

How we collect pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Consent for official and unofficial school photographs, video and audio recordings, and parent communication for anything taking place on the school site is collected via a consent form. Consent for details requested as part of a health care plan is requested at the time of completion. Consent for trips and activities is collected via Parent Pay and consent for SAM learning is collected for specific pupils as required.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.claverham.org.

Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us

- our local authority
- the Department for Education (DfE)
- youth support services (pupils aged 13+)
- Police
- Social services
- School Nurse/Schools Health Service
- Parent Pay
- Chartwells
- Online learning tools
- Edulink – Parent communication tool to view the information parents have already provided

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age of 16.

Data is securely transferred to the youth support service via the DfE 'Collect' website. It is stored on ESCC servers and held until the pupil reaches 25 years old.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the college in writing addressed to the PA to the Principal.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Data Protection Officer

Roger Simmons, 07704838512, rsimmonsltd@gmail.com, www.rsimmonsltd.com

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

I look forward to working with you over the coming year and would like to thank you for your on-going support with all areas of the life of the College; I look forward to meeting you at our parents' evenings and other events in the coming year. As always if you have any questions or concerns please contact the College at your earliest convenience so that we can work together to solve any issues that might arise.

Yours sincerely,



Mr P Swatton
Principal

DISTRACTIONS AT HOME GETTING IN THE WAY OF HOMEWORK AND REVISION?



procrastination



**LOOKING FOR A QUIET
PLACE TO STUDY
AFTER SCHOOL?**

ALL YR11 WELCOME

@ THE LIBRARY

SILENT STUDY

MONDAY TO THURSDAY

3:30PM TIL 5PM

AUTUMN CLUB LIST

**C
L
A
V
E
R
H
A
M**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LUNCHTIME CLUBS <u>Astro</u> 12:55-1:30	<u>Astro</u> Year 7 priority MPH	Table Tennis Year 7&8 JJG <u>Astro</u> Year 8 priority JCH	<u>Astro</u> Year 9 priority VLS	Badminton All Years LJM <u>Astro</u> Year 10 priority SRJ	Table Tennis Gym Year 9,10,11 SRJ <u>Astro</u> Year 11 priority MJC
AFTER SCHOOL CLUBS 3:30-4:40	Trampolining Gym Year 7&8 VLS/LJM/MPH/JJG Staff Meetings	Girls Netball Courts Year 9, 10, 11 MPH Gymnastics Gym Year 7&8 SRJ Boys Football Astro Year 7 TM	Trampolining Gym Year 9, 10, 11 VLS Girls Netball Courts Year 7 JJG Boys Football Astro Year 10 & 11 JCH	Girls Netball Courts Year 8 LJM Boys Football Astro Year 8 & 9 MJC/TM Fitness Gym Year 9, 10, 11 JCH	



CLAVERHAM COMMUNITY COLLEGE

SCHOOL TERM AND HOLIDAY DATES 2019- 2020

<u>Holiday</u>	<u>School will close</u>		<u>School will re-open</u>	
Summer 2019	Friday	19.07.19	Friday	06.09.19
Autumn 2019	Friday	25.10.19	Monday	04.11.19
Christmas 2019	Friday	20.12.19	Monday	06.01.20
Spring Mid-Term 2020	Friday	14.02.20	Monday	24.02.20
Easter 2020	Friday	03.04.20	Monday	20.04.20
May Bank Holiday 2020	Thursday	07.05.20	Monday	11.05.20
Summer Mid-Term 2020	Friday	22.05.20	Monday	01.06.20
Summer 2020	Wednesday	22.07.20		

Staff Development Days

There are 5 further days when the College is closed to pupils but the Staff attend for In-Service Training.

Wednesday 4th September 2019

Thursday 5th September 2019

Friday 4th October 2019

Friday 27th March 2020

Friday 3rd July 2020

Are you an ex-Claverham pupil? Would you join our Alumni network and help current pupils with information about your career path? If so, please sign up at this link:

<https://networks.futurefirst.org.uk/signup/claverham>



FF Future First

“ I went to Claverham Community College and now I'm a pilot. Everyday I take the same route to work but once I'm there, the world is mine to explore.”

Daniel – Professional Airline Pilot

What will your future be?

🌐 futurefirst.org.uk 🐦 [futurefirstorg](https://twitter.com/futurefirstorg) 📷 [futurefirstorg](https://www.instagram.com/futurefirstorg) 📺 [Future First](https://www.facebook.com/FutureFirst)



WE NEED YOU!

Volunteers!

Got digital skills and want to share them? Join us as a Code Club mentor

- Boost your CV or UCAS application
- Gain valuable skills
- Suitable for 16+

Training provided, previous experience coding useful but not essential

For more info visit

www.eastsussex.gov.uk/libraries