

# Welcome



## Carterton Community College



**It is a great pleasure to welcome you to Carterton Community College.**

We are justifiably proud of our College and our students. This is a place where individuals matter, somewhere the opinions of our community are valued.

We want our students to have high standards and high aspirations, to be inspired in a safe and happy environment. We want them to be valued members of the community and achieve all they are capable of. Ultimately we want them to be ambitious, responsible and kind.

We are a high performing secondary school in which our students consistently make progress that is significantly above County and National averages from their starting points in Year 7. We have recently added more Sixth Form courses to our curriculum which reflects our commitment to ensuring continued development for the College.

We look forward to working with you in the interest of your child. Please do not hesitate to contact us should you require any further information.

*Mr D Booth*

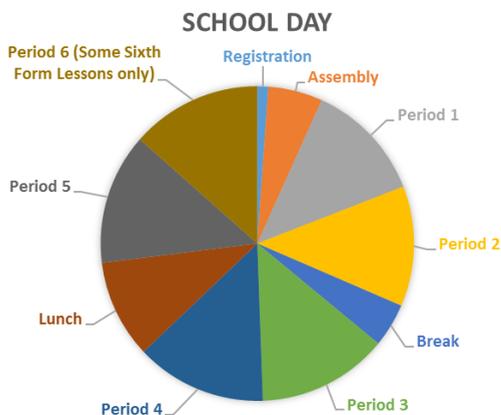
Executive Headteacher



**HIGH STANDARDS HIGH ASPIRATIONS**

# School Day

Registration	08:30
Tutor Time / Assembly	08:35
Period 1	08:55
Period 2	09:55
Break	10:50
Period 3	11:10
Period 4	12:10
Lunch	13:10
Period 5	14:10
End of normal school day	14:55
Period 6	15:15



Registers are taken at every lesson and Tutor Time electronically

# Uniform Policy

Our uniform should be worn with pride and in a way that promotes our school in a positive way. If students are neatly dressed, it gives people a good impression of our school and of the individual students.

Uniform at Carterton Community College is compulsory and our students are responsible for making sure that they come to school in full school uniform every day.

We are committed to fairness and equality, hence our focus on ensuring that all our students follow our uniform expectations.



## Having a School Uniform:

- Instills pride in our school community and helps us to remember that we belong to a special group - the students at Carterton Community College - and to be proud of it.
- Reminds us that we are at school for a serious purpose - to work and learn.
- Ensures students well-being. We want our students to be appropriately dressed at school and protect them from social pressures to dress in a particular way.
- Supports positive behaviour and discipline
- Enables us to easily identify our students when on visits or accessing out of school learning activities.
- Above all, school uniform supports effective teaching and learning.

## For both boys and girls the school uniform is:

- School Blazer is compulsory for Years 7-11.
- Plain black school trousers or skirt. School skirts must be purchased from Wreal Sports and should be on the knee or just above.
- Plain white shirt. This must have a shirt style collar and a top button which must be done up. Shirts must be worn tucked in. No T-shirts should be seen underneath the uniform and will be required to be removed if they can be seen.
- V necked black school jumper with crest.
- House tie – done up to the shirt collar.
- Flat, or low heeled plain black sensible sturdy school shoes. Footwear should not have any logos, patterns or stripes. Canvas shoes are not allowed.
- If black boots are worn, the trousers must be over the boots. All other boots worn to school due to bad weather must be changed before registration.
- Plain black tights / Plain dark coloured socks.
- Outerwear. Coats and jackets should be plain and dark coloured. All hats and scarves must be removed in the school buildings. Hooded sweat shirts are not allowed, neither are tops with logos as they are not suitable for school.
- After may half term students can opt to wear the school summer polo shirt in house colours instead of a shirt and tie, blazers remain compulsory.
- Students are expected to wear full school uniform in every examination.

**School uniform is available from Wreal Sports online and during the Summer Holidays from their pop-up shop at the College (Tuesday and Thursday 10:30 – 17:30)**

In genuine cases of hardship, we will help out in providing the necessary items of uniform. A confidential letter should be sent to the Head of School requesting support.

## Jewellery

- A watch may be worn, however no watches are allowed in exams.
- A single stud in each ear lobe is acceptable. Any other type of earring or piercing is not allowed.
- No other jewellery is acceptable.

## Make-Up

- Subtle make up is permitted in school. Where make up is considered by staff to be excessive, students will be expected to remove it.
- No hair colours out of natural colour spectrum and no extreme hairstyles.
- No large hair accessories should be worn.

## Nails

- All students for the safety of themselves and others should not have their finger nails extending beyond the length of their fingers.
- Nail polish is not allowed.

## Consequences

The majority of our students are usually dressed in full school uniform. We do understand that there might be the odd occasion when students might for a genuine reason not be wearing an item of uniform. We would be grateful if parents could communicate these reasons with tutors via student planners, or by phoning the school so that the issue can be dealt with quickly and sensibly.

The following are our procedures for when students arrive to school:

- Uniform will be checked by tutors every day. If uniform is not correct, a uniform warning will be written in the planner indicating that the tutor is aware of the problem. The student will usually have until the following day to correct it.
- If on the following day students still do not arrive in the correct uniform, they may have the correct item of uniform provided for them (we do stock some spare uniform) to wear until the issue is resolved. During the time that the student is not wearing proper uniform they will spend their break times and lunchtimes with their tutor, Head of House or other member of staff.

## Uniform Policy for Physical Education

- Reversible royal blue and gold rugby shirt (for boys)
- Royal blue sweatshirt with school crest (for girls)
- Royal blue polo shirt with crest (boys and girls)
- Navy tracksuit bottoms or sports leggings – optional for Year 10 & 11 only and required for trampolining
- Navy games shorts or skorts for girls
- Navy games shorts for boys
- Gold knee length socks (boys and girls)
- Football boots (for boys)
- Suitable training shoes for indoor and outdoor use
- Gum Shield (girls & boys) – required for Hockey / Rugby
- Shin Pads (girls & boys) – required for Hockey / Football
- Hair band required for long hair

We advise the clear naming of all clothing

No clothing worn during the school day (apart from underwear) should be worn in Physical Education lessons.

# The House System

We run a successful house system. All students and Staff are allocated to one of the following four houses. The four house symbols are taken from our school crest:

- Phoenix (Red) – Bird at the top of the crest
- Pegasus (Yellow) – Winged horse on the shield
- Wyvern (Green) - winged two-legged dragon with a barbed tail
- Griffin (Blue) – Body of a Lion, head of an eagle

Students will normally wear one of the 4 college striped ties. House colours will be awarded for outstanding achievement and commitment and come with plain coloured ties matching the house colour.

## Attendance

We closely monitor the attendance and punctuality of all students. If we have concerns, we will contact parents to discuss the issues and ways to resolve them.

## Why Does Attendance Matter?

National data shows that:

- 93% attendance will give a student a 73% chance of achieving their GCSE target grades
- below 90% attendance will give students only a 27% chance of achieving their GCSE target grades
- Good attendance is essential if any student is to make the most of their ability and perform well in examinations. Absences leave students unsure about their work, finding it hard to catch up.
- One of the first questions asked when prospective employers or schools/colleges ask for references is often related to attendance.

# What is Good Attendance?

- Students should aim for at least 95%
- 90% attendance means that a student is missing on average half a day a week; 2 days per month; 4 school weeks a year
- A student achieving only 90% attendance from Year 7 to Year 11 will miss half a school year over the 5 years.
- 80% attendance means that the student is missing on average 1 day per week; 4 days per month; 8 school weeks per year
- A student achieving only 80% attendance from Year 7 to Year 11 will miss a whole school year by the end of Year 11

# How do we ensure Good Attendance?

- We recognise and celebrate good or improved attendance
- We do not authorise absences without a good reason.
- We follow up all unauthorised absences.
- If attendance problems continue, we meet with parents to discuss.
- If all measures fail to lead to an improvement in attendance, we refer the students to the Local Authority. This may lead to prosecution.

# What should Parents do?

Parents are legally required to make sure that their child attends school regularly. There are important steps that we ask parents to take in order to support us in this focus on high levels of attendance:

- ensure your child attends every day on time, equipped and ready to learn. Tutor time begins at 8.30am and students should be in school by 8.25am.
- do not take your child out of school for a holiday. This is particularly disruptive for students in Years 10 or above. We are no longer allowed to authorise holidays during term time. Any leave of absence can only be

agreed by the Headteacher and only agreed where there are exceptional circumstances.

- avoid making non-urgent medical appointments during the school day.
- telephone the school as early as possible if your child is absent or late, and to send a note with them on their return to school.
- contact your child's tutor if you become aware of any reason why your child does not want to come to school.
- ensure the school has up-to-date postal and email addresses and telephone numbers.
- contact the school on each day of your child's absence and provide an explanatory note on their return to school.
- respond to letters, emails or telephone calls regarding attendance and punctuality.

## Charging Policy

Our policy is not to charge for activities such as visits and trips which are part of the curriculum, but we do ask for voluntary contributions. However, no child will be excluded from such activities if a contribution is not made. We do charge for board and lodging should it be appropriate.

In the unlikely event of deliberate damage being done to college property, we do charge for the repairs.

We provide all students with a Student Planner, if this is lost the school will make a charge for a replacement.

We also seek to recover any costs incurred should a pupil not attend a public examination for which an entry has been agreed.

# Eating Arrangements

We take our responsibility of catering for today's children and young adults seriously. All of our dishes are prepared everyday by our external catering service Aspens using quality, fresh and seasonal ingredients that are responsibly sourced.

We have a fantastic range of hot and cold dishes to choose from and we make sure that we serve the variety of food that children like and want to eat. It's not all about eating vegetables and fruit - although we do make sure we get our balance right! We are committed to the 'Healthy Schools' standard.

Don't think that your child can't enjoy our great food if they have a special diet - they are an important part of our catering service. We can provide food if they have an intolerance, an allergy, or require an alternative choice due to religious beliefs.

We have a range of meal deals on offer every day to help save money. Whether they want a hot meal or something to just grab and go, there will be an offer available. We also run a range of guest offers and special theme days to create a buzz in the dining room.

Our catering is provided by Aspens Services Ltd. - specialists in school meals.

See our website for menus and prices



## Breakfast Club

We will open the College Dining Room from 07:45 every school day to Y7-Y13 students. Students will be able to watch TV News, read newspapers and talk to each other. A selection of board and card games will be available.

Please see the Breakfast Club brochure for more details and prices.

We will also use the Breakfast Club for informal study and catch-up sessions with Teaching Staff at times throughout the year.

## Breakfast Clubs:

- provides an opportunity for pupils and staff to eat breakfast, in a stimulating environment;
- has a positive effect on pupils' concentration and performance throughout the day;
- engages pupils in making healthier choices about their diet by providing them with encouragement, knowledge and support;
- can help improve pupil attendance and punctuality;
- can lead to better social interaction and skills between pupils;
- increases the contact between teachers and students;
- can benefit low income families by providing no-cost or low-cost breakfast.

# After School Clubs & Trips

Research shows that 70% of businesses believe extra-curricular activities make job-seeking school leavers and graduates stand out from the crowd. In addition, nearly two-thirds feel that candidates with such experience tend to be more successful employees and progress more quickly in their careers.

Skills such as leadership, communication and budget management are increasingly in-demand in the workplace, where new recruits are perhaps technically able but lacking the transferrable skills that are needed to succeed.

We have a busy and varied programme of after school clubs and trips running throughout the year. Please see the separate brochure for details and who to contact.

# Payment

We operate a cashless payment system at the College. Meals, breaks as well as Clubs and Trips benefit from this system. Cashless payments system take all the hassle away from finding the correct change in the morning and also clearly shows you what has been spent.

We use ParentPay, and using their simple website and app you can easily see what has been purchased and when in our dining room. You can also pay for

trips and events. For larger trips we also offer a part-payment option allowing you to put money towards a trip throughout the year.

We encourage all students to enrol in both ParentPay and the biometric fingerprint system as this really reduces queue times for our students.



ParentPay®

## Main School Subjects

Art	History
Biology	Maths
Chemistry	Media
Computer Science	Music
Drama	Physical Education
Engineering	Physics
English Language	Product Design
English Literature	Religious Education
Fashion & Textiles	Sociology
Food Preparation & Nutrition	Sport
French	Visual Communications
Geography	

## Sixth Form Subjects

Art	History
Biology	Maths
Chemistry	Media
Computer Science	Philosophy and Ethics
Engineering	Physics
English	Psychology
Graphics	Sport
Geography	

# Carterton Community Schools Federation – Gateway to Excellence

Carterton Community College school is fortunate enough to be part of a federation of schools within the Carterton area. Alongside Carterton Primary School and Gateway Primary School pupils benefit from a joined up approach. We all share a single Governing Board.

The heads of school meet regularly with the Executive Headteacher to identify any trends that are emerging across the federation and take quick action to address these. By this joined up thinking and collaboration regarding resources we can each make more efficient use of the public money invested in the schools.

Each school's personalised approach to ensuring your child fulfils their potential means that any child, pupil or young person joining the federation will experience a consistent approach full of high standards and expectations.

We are committed to sharing with our community the approach we are taking towards outstanding teaching and learning.

## The Governing Body of Carterton Community Schools Federation

Carterton Community Schools Federation is supported by an active and involved Governing Board. We are lucky to have a diverse range of skills and experience within the membership that can bring true challenge to the Federation. A Governor in a Federation must take into account all schools in that federation, there are no Governors of a particular school.

# Parent Governors

Elections pending for Parent Governor

Elections pending for Parent Governor

(Please see our newsletter and school websites if you are interested in becoming a parent Governor)

# Staff Governor

Election pending for Staff Governor

# Local Authority Governor

Nadine Vaillant-Hill (Chair)

# Co-opted Governors

Colin Lambert (Vice Chair)

Elaine Day

Craig Brown

Gareth Woolhead

Edward Bindloss Gibb

Hazel Fleming

Rebecca Tout

Vacancy for a co-opted Governor

# Executive Headteacher

Damian Booth

# Clerk

Jennifer Waller

Governors can be contacted via Carterton Community College, Carterton Primary School and Gateway Primary School.

# Teaching Staff

<b>Emma</b>	<b>Ackerman</b>	<i>Food Preparation &amp; Nutrition / PHSE</i>
<b>Hannah</b>	<b>Arnold</b>	<i>Head of Faculty (English &amp; Media)</i>
<b>Mary</b>	<b>Bilton</b>	<i>Head of Faculty (Art &amp; DT)</i>
<b>Damian</b>	<b>Booth</b>	<i>Executive Headteacher</i>
<b>Edward</b>	<b>Brodhurst</b>	<i>Assistant Headteacher / Geography</i>
<b>John</b>	<b>Buchanan</b>	<i>Science</i>
<b>Chris</b>	<b>Chadwick</b>	<i>Science</i>
<b>Emily</b>	<b>Christiansen</b>	<i>Fashion &amp; Textiles / 2<sup>nd</sup> in Faculty</i>
<b>Samantha</b>	<b>Clunie</b>	<i>RE / 2<sup>nd</sup> in Faculty</i>
<b>Julia</b>	<b>Cobb</b>	<i>English / House Leader</i>
<b>Elizabeth</b>	<b>Combe</b>	<i>PE</i>
<b>Kevin</b>	<b>Cousineau</b>	<i>Science</i>
<b>Maria</b>	<b>Cox</b>	<i>English</i>
<b>Rhianydd</b>	<b>Davies</b>	<i>Assistant Headteacher / RE</i>
<b>Robert</b>	<b>Dorey</b>	<i>Engineering</i>
<b>Tara</b>	<b>Evans</b>	<i>Science / 2<sup>nd</sup> in Faculty</i>
<b>Husna</b>	<b>George</b>	<i>Science</i>
<b>Tony</b>	<b>Gray</b>	<i>Science</i>
<b>Susan</b>	<b>James</b>	<i>Maths</i>
<b>Lesley</b>	<b>Lansley</b>	<i>Maths</i>
<b>Matthew</b>	<b>Lawton</b>	<i>History</i>
<b>Gareth</b>	<b>Lloyd</b>	<i>PE</i>
<b>Vickie</b>	<b>Middleton</b>	<i>English/Media / House Leader</i>
<b>Lori</b>	<b>Moss</b>	<i>Head of Faculty (Humanities)</i>
<b>Stephanie</b>	<b>Phillips</b>	<i>MFL / 2nd in Faculty</i>
<b>Eleanor</b>	<b>Powley</b>	<i>Maths</i>
<b>Heather</b>	<b>Ross-McCue</b>	<i>English / 2nd in Faculty</i>
<b>Adam</b>	<b>Scully</b>	<i>Maths/ 2<sup>nd</sup> in Faculty / Numeracy Coordinator</i>
<b>Kevin</b>	<b>Slater</b>	<i>Assistant Headteacher / Maths</i>
<b>Ginetta</b>	<b>Storrie</b>	<i>Art / House Leader</i>
<b>Alistair</b>	<b>Surrall</b>	<i>Head of Faculty (Maths &amp; ICT)</i>
<b>Kate</b>	<b>Swift</b>	<i>Head of Faculty (Culture, music &amp; sport)</i>
<b>Bridget</b>	<b>Taylor</b>	<i>PE</i>
<b>Neil</b>	<b>Taylor</b>	<i>Head of Faculty (Science)</i>
<b>Sarah</b>	<b>Thomas</b>	<i>Music</i>
<b>Rebecca</b>	<b>Timms</b>	<i>Science</i>
<b>Vacancy</b>	<b>Vacancy</b>	<i>Geography</i>
<b>Peter</b>	<b>Waddleton</b>	<i>English</i>
<b>Kathryn</b>	<b>Watkin</b>	<i>Graphics</i>
<b>Sarah</b>	<b>Zasada</b>	<i>Head of 6<sup>th</sup> Form / RE</i>

# College Support Staff

<b>Tracy</b>	<b>Campbell</b>	<i>Lead Science Technician</i>
<b>Deryn</b>	<b>Carpenter</b>	<i>Teaching Assistant</i>
<b>Amanda</b>	<b>Carter</b>	<i>Learning Mentor/School Counsellor</i>
<b>Julie</b>	<b>Corfield</b>	<i>Teaching Assistant</i>
<b>Neil</b>	<b>Cross</b>	<i>Green Room Manager</i>
<b>Lyndy</b>	<b>Dennis</b>	<i>Receptionist</i>
<b>Tabitha</b>	<b>Durkin</b>	<i>ADT Technician</i>
<b>Cathy</b>	<b>Ellison</b>	<i>Cover Supervisor</i>
<b>Sarah</b>	<b>Evans</b>	<i>Teaching Assistant</i>
<b>Belinda</b>	<b>Ferguson</b>	<i>Teaching Assistant</i>
<b>Sarah</b>	<b>File</b>	<i>ADT Technician</i>
<b>Claire</b>	<b>Friedli</b>	<i>Library Manager</i>
<b>Tony</b>	<b>Houchen</b>	<i>Science Technician</i>
<b>Sarah</b>	<b>Hughes</b>	<i>SEN Administrator</i>
<b>Dave</b>	<b>Jones</b>	<i>Lunchtime Spvr/Mini Bus Driver</i>
<b>Patsy</b>	<b>Moore</b>	<i>Inclusion Mentor</i>
<b>Vic</b>	<b>Moore</b>	<i>Lead Inclusion Mentor</i>
<b>Patricia</b>	<b>Murphy</b>	<i>Attendance Officer</i>
<b>June</b>	<b>Stacey</b>	<i>Cover Supervisor</i>
<b>Maggie</b>	<b>Thompson</b>	<i>Teaching Assistant</i>
<b>Alison</b>	<b>Winchester</b>	<i>SSD Administrator</i>

# Federation Support Staff

<b>Peter</b>	<b>Almgill</b>	<i>Business &amp; Development Manager</i>
<b>Jane</b>	<b>Breedon</b>	<i>Data Manager</i>
<b>Tony</b>	<b>Hadden</b>	<i>Caretaker</i>
<b>Andy</b>	<b>Harding</b>	<i>IT Technician</i>
<b>Gill</b>	<b>Lock</b>	<i>Finance Manager (Primary)</i>
<b>Mike</b>	<b>Long</b>	<i>Caretaker</i>
<b>Mike</b>	<b>Markham</b>	<i>Network Manager</i>
<b>Diane</b>	<b>Meredith</b>	<i>Finance Manager (Secondary)</i>
<b>Nick</b>	<b>Messer</b>	<i>Caretaker</i>
<b>Rachel</b>	<b>Mills</b>	<i>Sports Coordinator</i>
<b>Gordon</b>	<b>Morris</b>	<i>Site Manager</i>
<b>Rachel</b>	<b>Morrison</b>	<i>SENDCo</i>
<b>Jacqueline</b>	<b>Mustoe</b>	<i>Exams/Data Manager</i>
<b>Donna</b>	<b>Readshaw</b>	<i>Cover Manager</i>
<b>Tony</b>	<b>Robinson</b>	<i>Caretaker</i>
<b>Maureen</b>	<b>Storey</b>	<i>Reprographics Technician</i>
<b>Jennifer</b>	<b>Waller</b>	<i>Executive Headteacher's PA / HR</i>
<b>Maria</b>	<b>Wotton</b>	<i>Finance Officer</i>

# The admission rules for Community and Voluntary Controlled Secondary Schools in Oxfordshire

The admission rules for community and voluntary controlled schools are shown below in descending order of priority.

- 1 Children with a Statement of Special Educational Needs that names the school in Part 4 of the Statement
- 2 Children who have been looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and who will still be looked after at the time when they are due to be admitted to the school.
- 3 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Disability Discrimination Act as amended.
- 4 Children who live in the school's designated area. If there are more applicants than places in this category, priority will be given in the following descending order:
  - a) First priority in category 4 will go to those children who have a brother or sister already at the school at the time of entry. However, if there are more applicants than places, priority will be given, within this group, to those children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.
  - b) Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.
- 5 Children living outside the designated area who will have a brother or sister already at the preferred school at the time of entry. If there are more applicants than places, priority will be given, within this group, to those

children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

- 6 Children who attend a partner school, and live outside the designated area. If there are more applicants than places, priority will be given, within this group, to those children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.
- 7 Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

## Contact Details

Telephone Number	01993 841611
Report your child's absence	Option 1
If you are concerned about a child's welfare	Option 2

Mrs Dennis or Ms Ellison will be on hand to answer your queries.

If you would like to contact an individual member of staff please use the contact form on the school website and this will be directly sent to them.

[www.cartertoncc.oxon.sch.uk](http://www.cartertoncc.oxon.sch.uk)



# Carterton Community College



# Key Dates for 2017/18



## **Autumn Term**

Inset Day (school closed) Monday 4th September

Inset Day (school closed) Tuesday 5th September

1st day of term (Year 7 only) Wednesday 6th September

1st day of term (Years 8-11) Thursday 7th September

1st day of term (6th form induction day) Friday 8th September

October half term holiday Monday 23rd to Friday 27th October

Last day of term (13:10 finish) Tuesday 19th December

## **Spring Term**

Inset Day (school closed) Thursday 4th January

Inset Day (school closed) Friday 5th January

1st day of term Monday 8th January

Spring half term holiday Monday 12th to Friday 16<sup>th</sup> February

Last day of term (13:10 finish) Thursday 29th March

## **Summer Term**

First day of term Monday 16th April

Bank Holiday (school closed) Monday 7th May

Late Summer half term holiday Monday 28th May to Friday 1st June

Last day of term (13:10 finish) Tuesday 24th July

Inset Day (school closed) Wednesday 25th July

## **Carterton Community College**

Upavon Way

Carterton

Oxfordshire

OX18 1BU