

Colyton Grammar School



Handbook for Parents

2016-2017

Contacting the school

Colyton Grammar School, Colyford, Devon. EX24 6HN

Tel: 01297 552327 Fax: 01297 553853

Email: admin@colytongrammar.devon.sch.uk

Colyton Grammar School Academy Trust

Registered in England and Wales – Number 7445493

An Exempt Charity and Company by Limited Guarantee

You may wish to print this sheet and ask your child to complete it for your use:

Student: _____

Tutor Group: _____

When phoning or calling in the first contact will be with the school Reception and the secretaries will help. Teaching staff working with your child this year are as follows:

Form Tutor:

Head of Sector: Year 7 & 8: Mr Robinson
Year 9 & 10: Mrs Fitzhenry

Individual appointments can be made through **Mr Smith, Head of Sixth Form** on matters relating to subject choice, careers and higher education applications.

Subject staff

Art	_____
Biology	_____
Business Studies	_____
Chemistry	_____
CIT	_____
Design and Technology	_____
Drama	_____
English	_____
French	_____
Geography	_____
German	_____
History	_____
Mathematics	_____
Music	_____
Physical Education	_____
Physics	_____
Psychology	_____
Religious Education	_____
Science	_____

Governing Board

Headteacher

Mr T Harris

Governors

Dr C J Bastin (Chairman)

Rev H Dawson

Mr M Goscomb

Mrs L Linnell

Mr M Marsh

Miss M Nickells

Mr R Scott

Mr B Salter

Staff Governors

Mr G Davis

Mrs S Burns-Price

Parent Governors

Lt Col T J Dyer

Mr A Eaton-Hart

Mr B Merrett

Mrs V Wells

Secretary

Mrs A Robinson

Staff Contacts

Headteacher

Deputy Head

Assistant Head

Assistant Head

Assistant Head

Head of Sixth Form

Head of Sector KS4 & SENCO

Head of Sector KS3

Business Manager

Leaders of Teaching and Learning

Heads of Departments

Head of Art

Head of Biology

Head of Economics & Business

Head of Chemistry

Head of Computing and IT

Head of Design and Technology (Acting)

Head of Drama and Theatre Studies

Head of English

Head of Geography

Head of History and Politics

Head of Maths

Head of Modern Foreign Languages

Director of Music

Director of PE

Head of Boys' PE

Head of Physics

I/C of Psychology

Head of Religion, Philosophy and Ethics

Mr T Harris

Mrs J Wainwright

Mr R Bush

Mr A Gregson

Mr R Stidwell

Mr S Smith

Mrs L Fitzhenry

Mr J Robinson

Mr S Cook

Mr G Davis

Mrs F Harvey

Mr M Smith

Miss Z North

Mr M Smith

Mr J Shields

Dr M Davies

Mr M Cronk

Mr J Froud

Mrs S Brownley

Mrs F Harvey

Miss P Hickey

Mr C Harris

Mr G Davis

Mr S Banks

Mr D House

Miss J Shute

Mr J Robinson

Dr S Usher

Mrs J Williams

Mrs L Swait

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Alumni and Friends of Colyton Grammar School Fund

This provides funds to the school to support:

- Major fundraising for capital projects – currently we need to build an extra Science lab
- The cost of major items of CIT equipment
- Running cost of clubs and societies
- Entry fees and other costs for a wide range of competitions and tournaments
- School sports fixtures
- A wide range of other activities which enrich the quality of provision available to Colyton students

Colyton Grammar School is one of the lowest funded schools in the country and the support of parents is a vital element in the success of the school and in securing the quality of experience enjoyed by students.

Parents are requested to complete and return a Standing Order Mandate – a copy is included in the back of this handbook and also in the Giving section of the Alumni and Friends website – www.colytongrammar.devon.sch.uk - where you can also sign up for a free, lifetime membership of Colyton Grammar School Alumni and Friends. By gift aiding your donation, the school is able to reclaim 25p tax for every £1 that you give.

Attendance (Student)

Regular attendance is important and absence should be restricted to the unavoidable. It is a legal requirement that schools keep accurate records of student attendance.

Absence due to illness

- (a) On the first day of absence you are requested to telephone or email the school, giving your child's name and tutor group and explaining that he/she is absent. There is no need to contact us on subsequent days of absence.
- (b) On the day that your child returns to school, please use one of the following methods to confirm the dates on which your child has been absent, and provide a brief explanation of the reason for the absence (please remember to give your child's name and tutor group):
 - write and sign a letter which the student should hand to his/her form tutor
 - send an email to attendance@colytongrammar.devon.sch.uk
 - telephone the school
- (c) If no communication about your child's return to school has been received within two weeks, you will receive an email reminder (a letter will be sent if we hold no email address for you). Please use one of the following methods in response:
 - print off the email, complete the information about the reason for the absence(s), sign and either post it to the school or ask your child to hand it in at the Admin Centre
 - send an email to attendance@colytongrammar.devon.sch.uk
 - telephone the school

Advance permission for medical appointments should be obtained from the form tutor and then confirmed by letter.

Request for Absence

From September 2013 amendments to The Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

All requests for absence must be made in advance and submitted on the absence request form available on the school website at the following address:

<http://www.colytongrammar.devon.sch.uk/handbook/documents/index.htm>

Leave of absence cannot be authorised retrospectively.

Authorised and unauthorised

The law requires that all schools must show the difference between authorised and unauthorised absence.

Authorised absence can be:

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance
- Exceptional circumstances such as bereavement
- Seeing a parent who is on leave from the armed forces

Unauthorised absence is:

- Truancy
- Staying at home to look after younger children or sick relatives
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Attending concerts or having days out to attend local events
- Any absence which the school has not been informed about by letter and approved

Lateness

Students who are late for registration (either in the morning or afternoon) must sign the late book in Reception.

Bursaries & Grants

Free School Meals

Eligibility for free school meals is based on receipt of means-tested benefits. To check your eligibility and make an online application see the MyFreeSchoolMeals.com website.

Take Five operates a cashless catering system, which means that students on free school meals have their account topped up on a daily basis behind the scenes, and pass through the tills in exactly the same way as students who pay for their meals. There is no reason why anyone else should know.

Any student on free school meals during the current academic year will have access to a Pupil Premium Fund account which can be used to cover purchases, contributions to educational visits, lunchtime or after-school clubs, and materials for classroom use and revision guides. See [here](#) for full details of the Pupil Premium Fund.

16-19 Bursary Fund

The school has allocated funds which may be used for making bursary payments to students in Y12 and Y13 who may be in financial hardship. Full details and an application form is available on our website.

Bradbeer Bursary Fund

In 2008 the school received a substantial legacy from Sid Bradbeer, a former member of staff who taught at the school from 1948 to 1981. The income from this bequest is used for the following purposes:

- To cover up to 50% of the residential and transport costs where students represent the school in regional or national finals of competitions.
- To cover up to 15 % of the residential and transport costs of a curriculum-focused residential visit.
- Grants to individual students whose family have particular hardship, to cover up to 50% of the costs of visits and activities.

An application form is available on our website.

Learner Support Funds

Students studying for a full-time course in a sixth form who normally travel to school on a daily basis from the home, may be eligible to apply for a means tested Learner Support Bursary to help with costs. For more information go to the Devon Local Authority website: www.devon.gov.uk or contact the Learner Support Bursary Officer on Exeter (01392) 381939.

Calendar 2016-2017 (Term Dates)

<i>Autumn Term</i>	Mon 5 September - Fri 16 December 2016
Half-term break	Mon 24 - Fri 28 October 2016
<i>Staff Development day</i>	<i>Fri 2 September 2016</i>
<i>Spring Term</i>	Wed 4 January - Fri 31 March 2017
Half-term break	Mon 13 - Fri 17 February 2017
<i>Staff Development days</i>	<i>Tue 3 January 2017</i>
<i>Summer Term</i>	Tue 18 April - Fri 21 July 2017
Bank holiday	Mon 1 May 2017
Half-term break	Mon 29 May - Fri 2 June 2017
<i>Staff Development day</i>	<i>Wed 5 July 2017</i>

<http://www.colytongrammar.devon.sch.uk/diary/termdates.htm>

Cashless Catering

The school restaurant, *Take Five* operates on a cashless basis. Some of the advantages of this system are:

- Significantly reduced queuing times
- Students do not have to bring cash into school
- Parents can be confident that money for school meals is being spent for the purpose it was intended
- School staff are freed from time-consuming banking of large amounts of cash

Students are identified by either a biometric fingerprint **or** a PIN number. The biometric system works by taking measurements of the fingerprint and storing these as a unique number. The complete fingerprint image is not stored and cannot be re-constructed from the unique numbers.

New Year 7 students will be registered for the system on the first morning of term – if you require a PIN number (rather than using the biometric system), please contact the Business Manager in writing, or by email to finance@colytongrammar.devon.sch.uk.

The preferred method for paying for school meals will be online via ParentPay. Alternatively payments can be made by cheque made payable to Colyton Grammar School at the Admin Centre. You can make payments daily, weekly or monthly, as you prefer. There are daily spend limits for breakfast, break and lunch.

See the FAQ sheet at the following address for further information:

<http://www.colytongrammar.devon.sch.uk/handbook/documents/index.htm>

ParentPay

The school provides access for parents to make secure online payments for school meals, trips, after-school clubs etc through the ParentPay website.

This well-proven technology brings the opportunity to offer a significantly improved service for receiving the large number of payments made to school, with the following benefits:

- Secure, single online payment for multiple activities and students
- Linked with cashless catering in the school restaurant
- No more need for students to bring large amounts of cash or cheques into school, with the risk of losing them
- No more queuing for students to pay in cash at the Admin Centre
- 24 hours a day, 7 days a week online access to your complete payment record
- More efficient, cost-effective cash-handling at school

Parents of new Year 7 students received their account activation letters at the parents' induction event in June or through the post. Please contact finance@colytongrammar.devon.sch.uk if you require any assistance.

More information is available at

<http://www.colytongrammar.devon.sch.uk/parentpay/index.htm>

Emergency / Severe Weather Arrangements

During severe weather, it is essential to have a clearly defined procedure regarding possible school closure.

If there is a serious deterioration in the weather during a school day (i.e. when the students are already in school), after consultation with Axe Valley Community College and the transport contractors, it might be necessary to send some, or even all, students home early.

Parents must ensure that their children know what to do if the school is closed early. We should be grateful if parents could ensure that their children are quite clear about such emergency arrangements.

If severe weather occurs overnight, we will make a decision by 7.15am about whether or not the school will open.

In the event of a closure we will:

- Inform to Heart FM (FM 97.0 KHz/103.0 KHz - they will also post it on their website) and BBC Radio Devon (MW 990 KHz or FM 95.8 MHz/103.4MHz)
- Send an email to all registered parents via e-comms
- Post a message on our website (this depends upon a member of the ICT team being able to get into school safely and cannot be guaranteed)

School Ethos

The school ethos (ethos means '*nature or character of*') has been produced in consultation with representatives from governors, students, support staff and teachers.

As a school community we have spent a great deal of time considering what the most valuable aspects of our Ethos are. Lots of people have had their say and we think these following statements sum up what is good about our school. We think these statements are something we should all be aiming for all the time.

Our school is a community but it is linked to other communities locally, nationally and globally. We would like to promote these values which are part of our school community's character.

We recognise and praise each other's achievements when things go well.

We offer support and advice when things get challenging or difficult.

We are determined to persevere, to do our best, to try hard and to contribute.

We trust each other.

We value and respect each other's differences of culture or background and want to learn from them.

We like the freedom to think independently, share opinions and be individuals.

We are happy to follow conventions of politeness and punctuality out of respect for others.

We value wisdom and intellect.

We like to be physically fit and healthy, we respect our bodies and we care about what we eat and drink.

We have high expectations of ourselves and others.

We appreciate and care for the pleasant surroundings of the school.

We like people to have self-respect, but we are not keen on arrogance.

We dress smartly and appropriately.

We work to make everyone feel happy and welcome in a safe and friendly community.

Extracurricular Activities

There is a wide range of extracurricular activities during lunchtime or after school. These include:

Full Sports Programme

Carnegie Book Club

Mock Trial

Choir

Wind Band

Jazz Band

Orchestra

Duke of Edinburgh's Award

Maths Club

Drama

Computer Club

Science Club

Young Enterprise

Christian Union

Dance Club

Ten Tors

Green Society

Creative Writing

Homework

It is school policy that regular homework is done by all students. Homework is an integral part of the curriculum and has very positive outcomes.

The Nature of Homework

- . Homework provides the opportunity to:
 - research a new idea
 - follow up work begun in class
 - practise and reinforce skills
 - prepare work for the next lesson
 - think through an idea or solving a problem
 - exploit materials and resources in the environment outside school
 - produce an extended piece of work set over a longer period of time
 - learn for example facts, vocabulary or poetry
 - do some quiet reading about a topic or theme
 - prepare for examinations

Time Allocation

Year 7	1 hour per evening, usually in 2 subjects
Year 8	1 – 1½ hours per evening, usually in 2/3 subjects
Year 9	2 hours per evening, usually in 3 subjects
Year 10	2 hours per evening, usually in 3 subjects
Year 11	All sixth formers are expected to do 3 hours per subject per week of independent study
Year 12	
Year 13	

Communications

Students in Years 7-10 are issued with a personal organiser. Parents of students in Years 7 and 8 are asked to sign this weekly. Parents' comments can be made in the Personal Organiser. Homework is also recorded in SIMS and is available for students and parents to view via SIMS Learning Gateway.

Concern about Homework

Concern about homework in a specific subject should be communicated to the Head of Department. General concerns should be communicated to the appropriate Head of Sector.

The House System

The school is organised into four houses - **Ash, Beech, Cedar and Oak**. Each house has a member of staff as Head of House. Each house adopts an individual charity in order to give a focus to the students' fundraising.

Medical Arrangements

Illness/Accidents at School

When a student is unwell, they should report to the Resources Centre where s/he is assessed by staff, who hold current first aid certificates. If necessary, parents are contacted and asked to collect their child. No child should make their own arrangements to leave school. No child will be allowed to go home to an empty house, unless parental permission given.

An annual list of individual students' relevant medical details is produced and updated during the year as necessary. Copies are kept in the Staff House and Resources Centre.

Parents' Meetings

Students are expected to attend the meetings with their parents.

Parents' Meetings are arranged on a regular basis. The current timetable for such meetings is as follows:

Date	Year	Event	Time	Date available to book online
24 November 2016	12	Parents' Evening	4.00 - 6.30pm	n/a
1 December 2016	8	Parents' Meeting A & B	4.00 – 6.30pm	8/11/16
8 December 2016	8	Parents' Meeting C & O	4.00 – 6.30pm	8/11/16
12 January 2017	11	Parents' Meeting	4.00 - 6.30pm	n/a
26 January 2017	8	GCSE Information meeting	7.00 – 8.30pm	n/a
2 February 2017	7	Parents' Meeting A & B	4.00 - 6.30pm	10/1/16
9 February 2017	7	Parents' Meeting C & O	4.00 - 6.30pm	10/1/16
9 March 2017	12	HE Education Evening	7.00 – 9.00pm	n/a
23 March 2017	13	Parents' Meeting	4.00 – 6.30pm	n/a
11 May 2017	10	Parents' Meeting A & C	4.00 - 6.30pm	20/4/16
18 May 2017	10	Parents' Meeting B & O	4.00 - 6.30pm	20/4/16
8 June 2017	9	Parents' Meeting A & C	4.00 – 6.30pm	16/5/16
15 June 2017	9	Parents' Meeting B & O	4.00 – 6.30pm	16/5/16

The school uses an online booking system for Y7 - 10 parents' meetings and parents/guardians will be notified, via E-comm , approximately three weeks prior to the parents' meeting when the system is open for bookings (please see table above for dates).

To access the booking system, click on the following link [Parents' Evening Booking System](#) and enter the details as requested; make sure that you enter the tutor group correctly. For example 9A or 9B **NOT 9 A or 9 Ash**. Please see the school website for full instructions or look at the help guide and video tutorials on our webpage: [Parents' Evening Bookings Guide](#)

Anyone without access to the internet can send a list of the teachers they wish to see to Mrs Nelhams, in Reception, who will book the appointments on their behalf.

Parents' Participation in School

Participation in the Parents' Association

The Parents' Association makes a major contribution to educational provision. As well as providing funds for the minibus, the Parents' Association is presently raising funds for additional science accommodation.

The future of Colyton Grammar School will increasingly depend on the goodwill and co-operation of our parents.

Voluntary help in the School The school welcomes help from parents. Anyone interested in helping in the library should contact Mrs Burns-Price. .

Help is also welcome from any parents able to assist with clubs or sports programmes, school trips,

Many parents' offer work experience placements– please contact Mrs Nelhams if you if you are able to do this.

Pastoral Support

Support from Tutor

Day-to-day support and guidance is available from tutors. The relevant Head of Sector will oversee progress and intervene with advice and support where necessary.

School Nurse Drop-in

The school nurse is available on Tuesday lunchtime for informal drop-in sessions.

Counselling

The qualified school counsellor is Gill Wilson. She is in school every Thursday. You can contact her directly by e-mail (gwilson@colytongrammar.devon.sch.uk) or your child can drop in without an appointment during first break or the beginning of lunchtime. Students may refer themselves or make arrangements through tutors and heads of sector.

Reporting to Parents

Years 7 - 10 Reports

1. *How does the system work?*

During each year you will receive one full report for each subject studied by your child. The report reviews work covered during the year. It will also include a brief summary of progress and a comment from your child's form tutor.

Please keep your copy of the report at home and bring it with you to the parents' meeting.

2. *What does a Full Report contain?*

Each subject will include:

- a brief outline of the work covered during the year;
- comments on strengths and weaknesses;
- suggestions for improvement;
- an assessment of commitment and attainment.

Definitions of Grades

Attainment Grade (KS3)

These grades express a student's attainment as measured against the standards expected of the year group as a whole.

Grades A - D indicate attainment against the target for the year group.

They are defined:

- A** - Attainment above the target for the year group
- B** - Attainment at the target for the year group
- C** - Attainment below the target for the year group
- D** - Attainment significantly below the target for the year group

Attainment Grade (KS4 and KS5)

In the examination years the grades refer to current attainment expressed as GCSE and A level grades.

Commitment Grades

- A** - Outstanding commitment to learning
- B** - Good commitment to learning
- C** - Greater commitment to learning required (one or two targets)
- D** - Little evidence of commitment to learning (three or more targets)

Criteria for Commitment Grades:

B

- Good behaviour at all times
- Good concentration in class
- Good presentation
- Homework consistently completed to a good standard
- Approaches tasks with enthusiasm
- Able to work independently
- Commitment consistent with meeting target

A All of B, and some of the following:

- Outstanding quality of work.
- Demonstrates a thoughtful engagement in the subject
- Takes a full and active part in lessons
- Works independently to enhance their learning

C/D Student needs to:

- Improve behaviour (1)
- Concentrate better (2)
- Engage more positively in lessons (3)
- Complete homework to an acceptable standard (4)
- Improve presentation (5)
- Become a more independent learner (6)
- Persevere with difficult tasks (7)
- Revise and prepare properly for assessments (8)
- Meet deadlines (9)

Oral Grades and Practical Work

Grades under these headings are optional.

Rewards

To encourage sustained effort, high achievement and excellent standards of service and behaviour, students are encouraged to work to achieve the following awards:

Subject Achievement Certificates:

Awarded termly for:

- Consistent sustained application Engagement in lessons and making a positive contribution
- Evidence of very good progress

Achievement Awards:

The Subject Achievement Certificate will contribute to the School Achievement Award.

Key Stage 3 – Bronze Award
Key Stage 4 – Silver Award
Key Stage 5 – Gold Award

School Day

For four days a week the schedule is:

8.45	Warning Bell
8.50	Registration
8.55	Assembly
9.10	Period 1
10.25	Break
10.40	Period 2
11.50	Break
12.05	Period 3
1.15	Lunch
2.15	Warning Bell
2.20	Period 4 - with Registration
3.35	End of School

Tutor Day

One day of each week is designated "*Tutor Day*", to allow extra time for PSHE

**Autumn Term = Tuesday Spring Term = Wednesday Summer Term =
Thursday**

8.45	Warning Bell
8.50	Registration
9.00	Period 1
10.05	Break
10.20	Period 2
11.25	Break
11.35	Period 3
12.40	Lunch
1.40	Tutor Time - PSHE
2.30	Period 4
3.35	End of School

Security in School

Lockers:

Lockers are available for students to store their belongings. No items should be left in school overnight.

Cycling:

Bicycles must be stored in the bicycle shed at the rear of Staff House.

Mobile Phones:

For students travelling to and from school, the security and reassurance provided by mobile phones is obvious. Using a device to and from school on long bus journeys is not unreasonable. These items however are not appropriate in school during the working day.

Students may bring these devices into school on the understanding that they are **always switched off and kept out of sight whilst on the school site** between 8.50am and 3.35pm.

Please note:

- Any mobile phone that is used without staff permission at any time during the school day will be confiscated until the end of the school day
- Any mobile phone displayed at any time during the school day will be confiscated until the end of the school day
- Any device confiscated a second time will only be returned to parents following a discussion and an appropriate sanction
- Any mobile phone discovered to contain inappropriate material will be confiscated and only be returned to parents following a discussion and an appropriate sanction
- Students and parents accept that bringing devices into school is entirely at their own risk and that the school will not be held responsible for damage or loss

Parking:

There is no student parking at the school or in the immediate neighbourhood. Sixth formers should not drive to the school.

Parents visiting the school during normal school hours must report to Reception and sign in where they will be issued with a visitor's pass. Parents are not permitted to wander the school unaccompanied.

SIMS Learning Gateway (SLG)

SIMS Learning Gateway is an application that will allow you to access information held at school about your child. You can view reports, monitor your child's attendance and behaviour/achievements from home via the secure online facility.

SLG is accessed from the school website or from a mobile application using a phone or a tablet.

Parents will be provided with a secure username and personal password.

Students will also have a username and password for the SLG.

Information includes:

- Achievements recorded by teachers
- Assessment grades and target grades
- Behaviour incidents recorded by teachers
- Attendance record
- Homework set
- Reports
- Timetable information

Support and Sanctions

Homework Support sessions

Students who are having difficulties with homework are invited to attend support sessions on Thursday lunchtimes.

Detentions

Students whose behaviour does not meet expectations, will be kept in detention on a Friday evening until 4.40pm. Parents are informed of this by letter at least 48 hours in advance.

Statement on Sex and Relationships Education (approved by the Board of Governors 2014)

Sex and Relationships Education is provided for all students through science and PSHE lessons.

The aim of Sex Education is to foster students' understanding of their emotional and physiological development and awareness of the attitudes and values of others.

In Year 7 Science lessons students consider how life begins. Classes study reproduction in plants and animals, which leads on to work on human reproduction. There is a general introduction to the sex organs; pregnancy and birth are considered; child care, parental responsibilities and development are studied. Puberty changes are discussed and lessons stress that all variations of such changes are normal. The sex act, contraception and STDS are not dealt with at this stage.

In Year 9, classes follow a short unit of work in which students consider their attitudes to others. The work incorporates examination of adolescence and responsibility. This programme introduces AIDS and the use of condoms.

Various aspects of Sex Education are included in Key Stage 4 Science and PSHE courses. These involve a more advanced study of fertilisation and birth, as well as infertility and hormone treatment. Delivery of sex education is monitored by the Head of Science.

Parents who wish to know more about the programme may consult the teacher concerned. It is open to parents to withdraw their children from such lessons if they so wish, by putting a request in writing to the Headteacher.

Sixth Form Sex and Relationship Education *(not part of the Statutory Statement)*

The aim of the Health and Relationship lessons related to sexual health and well-being, are for students to meet the current Government recommended objectives. These are:

- Recognise the influences and pressures surrounding sexual behaviour and respond appropriately and confidently, and seek professional health advice that may be required
- Have the confidence to assert themselves and challenge offending behaviour
- Understand how HIV and other STIs affect the body
- Understand the risks of early sexual activity and the link with the use of alcohol
- Have an understanding of HIV as a global issue, including its economic and social impact
- Learn how to take responsibility for their own attitudes and behaviour

The sessions are run by different staff, but include one run by a GP who specialises in Sexual health. The sessions provide both factual material, but also aim to provide case studies for discussion such as teenage pregnancy as well scenarios where students are encouraged to recognise how to withstand peer pressure and coercive behaviour.

Transport

The School does not deal with transport but is pleased to offer the following notes for guidance.

For children joining the school or moving into Year 12, free school transport and Post-16 Transport assistance will only be available to those whose nearest secondary school to the home address is Colyton Grammar School. They must also live more than three miles from the school measured by the shortest available walking route. Pupil Premium students can use up to 50% of their account towards the costs of transport.

Application forms and the full policy can be viewed [here](#).

Concessionary (paying) transport may be available on some Devon County Council routes from October each year. For further information about this or if you have any queries relating to education transport entitlement, please telephone Devon County Council on 0845 155 1019.

Transport from some areas not covered by Devon County Council school transport scheme is provided by local contractors on a paying basis and parents should contact them direct on the numbers given below.

TRANSPORT CONTACT INFORMATION SEPTEMBER 2016		
Home address	Contact	Telephone Number
Axminster, Chardstock, Dalwood, Kilmington, Membury, Smallridge, Tytherleigh	Sewards Coaches	01404 881343
Exmouth, Budleigh Salterton, East Budleigh, Bicton, Colaton Raleigh, Newton Poppleford, Sidmouth, Sidford	Axe Valley Mini Travel	01297 625959
Broadclyst, Whimble, Hand & Pen, West Hill, Ottery St Mary, Bradninch, Hele, Cullompton, Plymtree, Colliton X, Awliscombe, Honiton, Wilmington, Luppitt, Old Feniton Village, Feniton, Talaton, Fairmile, Alfington,	Stamps Coaches	01404 841657
Exeter Bus Station, Gladstone Road, Middlemoor, Clyst St Mary, Tipton Cross, West Hill, Ottery St Mary	Mid Devon Coaches	01363 82200
Exeter Bus Station, Gladstone Road, Heavitree, Rydon Lane, Clyst St Mary, Nine Oaks	Dartline	01392 872900
Bridport, Morcombelake, Chideock, Charmouth, Raymond's Hill, Uplyme, Lyme Regis, Rousdon	Sovereign Coaches	01297 23000
A303 Eagle Tavern, Horton Five Dials, Ilminster, Chard	Organised by parents/ operated by Hatch Green Coaches	01823 480338
Horton, Chard, Tatworth	Organised by parents/ operated by Hatch Green Coaches vickybrownrvn@gmail.com	01823 480338

School bus supervision: A member of staff is on duty daily to supervise students. If a student misses a bus, he or she will be taken back to school and parents informed.

Uniform and Dress Code

The School Uniform and Dress Code makes an important contribution to creating a positive and purposeful school ethos. We rely upon parents to uphold our tradition of smartness.

Students are expected to be neat and well groomed and in a manner consistent with a formal working environment.

Hair must be tidy, groomed and of a natural colour, consistent in style with the wearing of a formal uniform (extremes of style are not permitted). Shirts must be tucked in and ties done up to the neck.

It is important that uniform colours and styles are exact: a full range of items is stocked by Thomas Moore, Fore Street, Exeter.

If purchasing from other sources please ensure that the items match the requirements below.

The following details must be observed by students:

- 1. A school blazer and tie** must be worn
 - Blazers must be black for boys, navy for girls
 - Sweaters are optional and if worn must be v-necked, plain knit, and in plain navy, **with school crest**
Girls: *Trutex CGV-NVY*. Boys: *CBV-NVY*
 - Crests and ties can be purchased from the Admin Centre
- 2. Blouses** must be plain white with a shirt collar. Fitted blouses need not be tucked in.
Shirts must also be plain white, formal, and appropriate for wearing tucked in and with a tie.
- 3. Shoes (not boots)** must be leather-type, black and plain. Footwear must be appropriate for school use, and **this rules out raised heels and casual shoes.**
- 4. Trousers** must be tailored (not baggy, flared or tight). Trousers for boys must be full-length and charcoal grey. Jeans, corduroy or canvas trousers etc, may not be worn. Trousers for girls must be navy and conform with the following details:
Trutex style GTB-NVY Trutex GTS-NVY
- 5. Skirts** must be worn 5cms below the knee to knee length and must be plain navy blue, in the following style:
Banner style SK185 (stitched down pleats). **No other styles may be worn.**
- 6. Socks** when worn with trousers these must be either dark grey or black. When worn with a skirt, socks can be either ankle or three-quarter length, white or navy.
Navy blue tights can be worn with skirts.
- 7. Jewellery/Make-up/Accessories**
Jewellery is inappropriate for school and nose studs must not be worn. A pair of ear studs or sleepers may be worn (*one in each earlobe*). No make-up is permitted and hair accessories must be plain navy or black.

8. **Overcoats or jackets** must be in **plain** navy or black and free from decoration. These may be worn for travel to school. Overcoats **must not be** worn during or between lessons. (A blazer, and sweater if worn, should normally be sufficient). **Recommended for safety:** fluorescent arm-bands.
Scarf in school colours or plain navy or black.

Second-hand uniform is sold via the [PA website](#) and at the School Fête held each July

SIXTH FORM UNIFORM: YEARS 11 - 13

Sixth Form students are very much the leaders in school - they are seen by younger students as role models and are involved in school activities and public events. We therefore ask students to **dress smartly**. Hair should be well groomed and should not be extreme in style. It is important that uniform colours and styles are **exact**. Thomas Moore, Exeter is the major stockist of Sixth Form uniform. **If purchasing from other sources please ensure the items match the requirements below.**

Shirts and Blouses - All shirts and blouses to be WHITE WITH A THIN NAVY BLUE STRIPE with a **shirt collar** for boys and rever collar for girls. These should be worn **tucked in** to skirt or trousers. (Unnecessary if fitted)

Ties - A SIXTH FORM TIE will be available from school, and should be worn correctly with shirts. Boys should always wear ties; girls may wear ties on formal occasions if they wish.

Skirts - Tailored skirts should be either pleated, A-line, or pencil in navy blue or black. **Skirt length - on the knee.** Wrap-around skirts or tight fitting skirts made of stretch fabric are **not** permitted. Click here for a [skirt guide](#)

Sweaters/ Blazers/Jackets - Sweaters or cardigans should be in **plain navy blue or black (free from logos)**, round or 'V' neck, **not too long or baggy**. A school blazer or **plain blue or black tailored jacket** may be worn.

Shoes - Shoes must be **formal** black, brown or navy blue leather type. Footwear should be appropriate for school use, and **this rules out casual shoes (e.g. flip-flops and trainers).**

Trousers - Trousers should be full-length, tailored and not baggy, and should be navy blue or black (girls), or dark grey or black (boys). **Jeans-style, corduroy, denim or canvas trousers may not be worn. Skinny-fit, figure hugging elasticated trousers are also unacceptable.**

Jewellery - 1 plain earring in each ear-lobe; 1 plain chain or necklace

Scarves - A plain navy or black scarf may be worn but not in lessons.

Overcoats - These should be in a single plain navy or black colour and free from decoration. No denim, velvet, leather jackets or 'hoodies'. Coats should only be worn to and from school.

Second-hand uniform is sold via the [PA website](#) and at the School Fête held each July

PE KIT LIST

Kit required for Girls' PE lessons. . .

- Navy/Gold Falcon Top
- Navy/Gold Falcon Shorts
- Navy Socks
- Navy/Gold Hoodie
- Non-marking trainers (clearly named)
- White ankle socks
- Shin-pads
- Gumshield (can be fitted and purchased from school during first week)

Kit required for Boys' PE lessons. . .

- Navy/Gold Falcon Top
- Navy/Gold Falcon Shorts
- Navy Socks
- Navy/Gold Hoodie
- Navy/Gold Rugby Shirt
- Non-marking trainers (clearly named)
- White ankle socks
- Shin pads
- Football boots (clearly named)
- Gumshield (can be fitted and purchased from school during first week)

Optional Kit . . .

- Regatta Waterproof Jacket
- Navy Base layer
- Navy tracksuit bottoms
- Navy skort (Girls)

Also Optional . . .

Students will be able to order a blue hooded sweatshirt with surname printed on the back, a navy waterproof jacket and a base layer during the Autumn Term. The girls may also order a skort. These must not be worn to and from school

ALL PE KIT SHOULD HAVE A NAME TAPE ON THE INSIDE

THE NAVY/GOLD PE TOP IS THE ONLY ITEM THAT REQUIRES THE INITIALS IRONED ON IN WHITE ON THE RIGHT OUTSIDE, APPROX 5cms IN HEIGHT. NO EMBROIDERY PLEASE

ALL KIT SHOULD BE KEPT IN A SECURE LOCKER PROVIDED BY THE SCHOOL

STANDING ORDER AUTHORITY

PLEASE MAKE THE PAYMENTS DETAILED BELOW AND DEBIT MY/OUR BANK ACCOUNT

_____ Bank Account in Name of: _____
_____ Bank & Branch Title: _____
_____ Account Number: _____
_____ Sort Code: _____
(Enter name and address of your Bank/Building Society)

Organisation I wish to pay: **Colyton Grammar School Academy Trust**
Bank and Branch Name: **Lloyds Bank, Colyton Branch**
Account Number: **21845660** Sort Code: **30-90-37**
Reference (to be used by bank) _____ **(to be completed by school)**
Payment Details: (please delete as appropriate)
Amount: £5 / £10 / £20 / other amount £ _____
Amount in Words: Five Pounds / Ten Pounds / Twenty Pounds or
other amount (in words) _____ **Pounds**
Frequency of Payments: Monthly / Annually / Single payment
Date of Commencement: _____ (enter date when payments are to start)
Please continue payments: **Until Further Notice** (Any previous Standing Order Authority is superseded by this Authority)
Signature: _____ Date: _____

For Parents' Use

The above form relates to the following child/children:

1. _____
2. _____
3. _____
4. _____

Gift Aid Declaration – Colyton Grammar School

Please treat as Gift Aid donations all qualifying gifts of money made
today in the past 4 years in the future (please tick all relevant boxes)

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that Colyton Grammar School will reclaim 25p of tax on every £1 that I give.

Title: _____ First Name or Initial(s): _____ Surname: _____

Full Home Address: _____

Post Code: _____

Signature: _____ Date: _____

Please notify Colyton Grammar School if you want to cancel this declaration or you no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please send the completed and signed form to: Colyton Grammar School, Colyford, Colyton, Devon EX24 6HN

PLEASE DO NOT SEND THIS FORM TO YOUR BANK

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