

Be Unusually Brave

Discover What's Possible

Push The Limits

Be Big-hearted



TTC Student Handbook 2024/25

RESPECT
HONESTY
RESPONSIBILITY

Find your remarkable



@TTCacademy

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Welcome to Tendring Technology College - an AET academy

Hello and welcome to Tendring Technology College.

I am delighted and proud to have the opportunity to lead Tendring Technology College. This is an excellent academy where our vision is for each and every child to be inspired to choose a Remarkable Life.

At TTC, we are fully committed to inspiring pupils to achieve their best, and last year's results were a testament to this. TTC achieved the second highest progress outcomes compared to the 20 local secondary schools. This is an incredible achievement for the school and a stepping stone towards becoming a beacon of educational excellence in Essex.

We achieve this by setting high expectations and delivering excellent education every day. In 2023 Ofsted confirmed our mission by commenting that, *'pupils' conduct is contributing to a calm, orderly atmosphere in lessons and at break times and lunchtimes. Pupils are ready to learn. They are respectful to each other, adults and visitors to the school.'* This consistent culture will empower your child to thrive in every lesson.

I look forward to working with you during your child's seven year journey, from Year 7 to Sixth Form. With the support of the fantastic staff at TTC, I know we will enable your child to find their full potential and passion in education.

- Mr T Burt - Principal



Welcome to TTC



Senior Leadership Team & communications

Tendring Technology College (Thorpe Campus) leadership

Principal	Mr T Burt	
Vice Principal	Mr G Byford	
Head of Thorpe Campus	Mr M Bibby	
Head of Frinton Campus	Mr C Collins	
Head of TTC6 Sixth Form	Mr R Rodd	
Assistant Principals	Mr C Mackenzie	Mr T Paternoster
	Mrs K Pennifold	Mr R Marks
	Miss R Readfern	Miss G Flynn
	Mrs N Vorster	Mr J Wiper
SENDCO	Mr M Pickard	
Designated Safeguarding Lead	Mrs K Pennifold	Mr R Marks

Useful contacts

TTC Thorpe Campus 35-41 Landermere Road Thorpe le Soken Clacton on Sea, CO16 0LQ	TTC Frinton Campus Rochford Way Frinton-on-Sea CO13 0AZ	Phone Numbers: Tel: 01255 861341 (Thorpe) Tel: 01255 672116 (Frinton)
Emails: thorpe@tendringtechnologycollege.org frinton@tendringtechnologycollege.org		
Absence line 7 - 11	Tel: 01255 862737	
School transport	Tel: 0345 603 2200	

Website and social media information

www.tendringtechnologycollege.org

Twitter: @ttcademy **Facebook:** ttcademyofficial



2024-25 term dates



Trending Technology College
Find your timetable

Trending Technology College | Student Academic Year 2024-2025

September 2024						
M	T	W	T	F	S	S
					1	
		2	3	4	5	6
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
30						

October 2024						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2024						
M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2024						
M	T	W	T	F	S	S
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	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2025						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2025						
M	T	W	T	F	S	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2025						
M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2025						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BASE HOLIDAYS	ACADEMY HOLIDAYS	TERM TIME	YEARS 7, 10, 11 AND 12 ONLY	YEARS 8, 9 & 13 FIRST DAY	INSET DAY (STAFF ONLY)
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2024-25 term dates



Your tutor group

There are between 250 and 330 students in each year group. Each year is divided into tutor groups; each with its own tutor teacher and room where students register in the morning. Students are sorted into ability sets for English, Maths, Science and Humanities subjects. This is reviewed at regular intervals throughout the year.

The tutor teacher's job is to help students settle into Tendring Technology College from their first day, and then to make sure they are progressing well. The tutor will help students sort out any day-to-day queries or problems. Tutors are supported in their role by a Head of Year and two Pastoral Leads who work together to look after the progress and well-being of the whole year group.

Personal timetables - structure of the day

The College day consists of a 30 minute tutor session and 5 lessons each lasting one hour. Every day, students will study a range of lessons across the curriculum.

Students are given their personal timetable on their first day at the College by their tutor teacher. This tells students the different subjects they have each day. It also shows who their teachers will be and which room they will be in.

Students will not need to bring PE kit or other specialist clothing on the first day.

Times	Lesson/period	
8:40 - 9:10	Tutor time (30 mins)	
9:10 - 10:10	Period 1 (60 mins)	
10:10 - 11:10	Period 2 (60 mins)	
11:10 - 11:30	Break (20 mins)	
11:30 - 12:30	Period 3 (60 mins)	
12:30 - 14:10	Period 4 (60 mins) <i>Years 7, 9, 10 & 12</i>	Lunch (40 mins)
	Lunch (40 mins)	Period 4 (60 mins) <i>Years 8, 11 & 13</i>
14:10 - 15:10	Period 5 (60 mins)	

Break & lunchtime arrangements

All students must remain on the College premises during morning break and at lunchtime. They are not permitted to leave site to purchase lunch.

The College meals service provider, **Aspens**, operates a cashless catering system. It offers a wide variety of meals and snacks, including vegetarian options, which we believe are good value for money. The average cost of a meal is **£2.35**. Food is available at both break and lunchtime.



Sample Menu		Aspens				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
TRADITIONAL DISH	Bangers & Mash Pork sausage with mash, peas and onion gravy.	Burger Bar Patty & bun with seasonal daily stew and dusted wedges.	Roast Chicken Served with crisp potatoes, seasonal cabbage and gravy.	Chicken Curry Marinated chicken thigh in a mild curry sauce with rice.	Chicken Quarter Pounder & Chips Breaded chicken in a bun with chips and peas.	
VEGGIE DISH	Bangers & Mash Quorn sausage with mash, peas and onion gravy.	Burger Bar Vegetation patty & bun with seasonal daily stew and dusted wedges.	Creamy Quorn pie Quorn & Veg puff pie with crisp potatoes, seasonal cabbage and gravy.	Sweet Potato balls Lightly spiced sweet potato, chickpeas and lentil curry with rice, cucumber raita and kachumber.	Beef Burger Beefroot & feta burger with mint yoghurt green salad and chips.	
Hot-DELI	Our Hot Deli Range includes fresh dough pizzas, pasta & noodle pots, filled jacket spuds & parmesan hot chicken wraps, wings & dusted wedges. We rotate our range throughout the week.					
DELICIOUS DESSERTS	Old school sponge and custard	Sticky orange cake	Baked American style cheesecake	Chocolate brownie	Ice cream tub	

Please contact the College if your son/daughter has any specific dietary requirements.

We have a range of menus and food offers to keep students fuelled for learning. Attitudes and expectations around food are increasingly influenced by the high street and they now eat a much wider variety of food than ever before - so we make sure we keep up with their tastes!

We engage with our school cooks to create new menus, which places food that excites right at the forefront. Global cuisine, customisation and food on the move have overtaken traditional meals, but there is still a place on our menu for familiar favourites! Students who bring a packed lunch may sit in the designated dining areas to eat.

Students are encouraged to drink plenty of plain water throughout the day. Fizzy and energy drinks are not to be consumed on College premises and will be confiscated. All water bottles should have non-spill tops and glass bottles must be left at home.

Please **do not** bring nuts into College as we have students with severe nut allergies.

Free School Meals (FSM)

For every student up to the age of 17 who is entitled to Free School Meals, the College as a whole receives additional funding, known as **Pupil Premium**. Your child does not have to take the meal, and you only have to prove that you are entitled to Free School Meals once for the College to receive these additional funds. Please visit our website to access the online application form.



Uniform & equipment

All students wear the Tendring Technology College uniform, set out over the next few pages. We believe it is sensible and practical. We ask your support as parents/carers and new students in maintaining a good standard of appearance both on the way to College, and whilst at College.



Skirts and ties must be purchased from our uniform supplier, **Anglia Sports and Schoolwear**, through their website

www.yourschoolwear.co.uk

Uniform requirements

College tie	<p><i>Compulsory for Year 7–11 students.</i> Students should wear the appropriate colour tie (with College motif) for their Year group.</p> <p style="text-align: center;">Year 7 & 10 gold ● Year 8 & 11 silver ● Year 9 red</p>
Blazer	<p><i>Compulsory for Year 7–11 students.</i> Plain black blazer with the College logo (boys and girls).</p>
Shirt	<p><i>Compulsory for Year 7–11 students.</i> Plain white shirt with collar, long- or short-sleeve, buttoned at the neck and tucked inside the skirt or trousers. No sports or polo shirts, or fashion styles.</p>
Skirt	<p><i>Compulsory for Year 7–11 students.</i> College knee length tartan skirt, only available from our online supplier Anglia Sports and Schoolwear.</p>
Trousers	<p><i>Compulsory for Year 7–11 students.</i> Plain grey school trousers. No design or fashion features. No jeans, cords, shorts, leggings or form-fitting trousers.</p>
Socks/tights	<p>Black or white plain socks, neutral or black tights.</p>

Footwear	Plain black, low heeled shoes with full fronts and backs. No trainers, canvas shoes or boots.
Jumper/cardigan	Students are permitted to wear a jumper or cardigan under their blazer, but this must be a plain black v-neck jumper or cardigan.
Outdoor coat	A plain, dark coat. Jumpers, cardigans and outdoor coats are not to be worn instead of a blazer. Hooded tops are not permitted on College campus. Students wearing unsuitable outdoor wear are required to leave it in a secure place throughout the College day.
Make-up, nails & eyelashes	Make-up is not permitted at Thorpe Campus. False eyelashes and false, gel or varnished nails are not permitted.
Jewellery & piercings	A wrist watch and/or a pair of small plain ear-studs <u>only</u> may be worn. Nose studs, lip studs and tongue piercings are not allowed. Please note that jewellery must be removed for PE and Technology lessons. Inappropriate jewellery may be removed from students and returned directly to parents. Tending Technology College does not accept responsibility for these items.
Face coverings	Face coverings only allowed for religious or health purposes. All other face coverings are not permitted.

Physical Education kit

Please refer to the **Anglia Sports and Schoolwear** website (www.yourschoolwear.co.uk) for a full list of required and optional PE kit items.

Trends & fashion

From time to time, students will want to respond to the latest fashion by wearing clothes, make-up or accessories that are not easily categorised into the previous sections. We do have a formal atmosphere and therefore retain the right to veto any garment or accessory brought into College; these may be confiscated and returned directly to parents/carers.



Daily requirements

- **A strong school bag.** We recommend a rucksack type of bag that can be worn over both shoulders so that the weight is carried across the back, rather than over one arm. Students will need this each day to bring the equipment that is needed for that day's lessons. A handbag is unsuitable. The bag should be able to hold unfolded A4 size books and paper.
 - Writing pens (black and green), pencils, metric ruler, rubber, pencil sharpener, simple set of coloured pencils, pocket dictionary and scientific calculator.
 - **A private reader.** This is a book chosen for leisure reading that is approved by parents/carers.
- The required books for the day's lessons (supplied by the College).
 - Any kit that is needed for PE, any ingredients for Food Technology, or equipment for Technology lessons.
 - French or Spanish Collins school dictionary.

Students must not bring any of the following to College:

- Mobile phones
- Expensive items of personal property
- Chewing gum
- Illegal substances or alcohol
- More money than the absolute minimum for lunch or fares
- Correction fluid or aerosols
- Smoking equipment

Students attending College without correct uniform will be provided with laundered loan items for the day which they will be expected to wear to comply with the College policy, or they will be withdrawn from circulation.

Persistent refusal to comply with College policy may lead to further sanctions.



Equipment requirements

Art	An Art pack containing basic equipment and a sketchbook will be given to all new students. A contribution letter will be sent to you with full information.
French/ Spanish	A vocabulary booklet in your child's language option is compulsory. A Collins school dictionary is optional.
Mathematics	<p>A scientific calculator is required; the Casio FX83 or FX85 range is the College-recommended calculator. An angle protractor and optional Collins revision book are recommended.</p> <p>Items can be purchased directly from the Mathematics Department.</p>
Design & Technology	Students should have a plain white full-length apron. These are available from our supplier, Anglia Sports and Schoolwear , or through the College.
Design & Technology (Food)	Students should have a full-length blue cotton apron, which are available from our supplier, Anglia Sports and Schoolwear , or through the College.

Lost property

Please mark all clothes and personal belongings with your students' name. There is a huge amount of lost property unmarked, and left unclaimed, in College. Eventually, if it remains unclaimed we reserve the right to sell it, give it away or destroy it.

If students lose an item, they should report it straight away and check with the Year teams, who look after lost property.

We regret that it is not possible to take responsibility for personal property brought into College premises. These items can usually be insured under the 'all risks' part of your home insurance policy.



Extracurricular activities

We are proud of the opportunities students have here at the College to take part in a very wide range of activities outside of lesson time.

Sport is strong; students can play rugby, football, basketball, volleyball, netball, hockey, cricket and tennis, and take part in all aspects of athletics.

For those interested in Performing Arts, there is a singing group, a trash band, and dance and drama clubs, with regular performances of music, dance and drama, both formal and informal.

In addition, there are visits to the theatre and concerts, trips to London and other places of interest such as museums and exhibitions. There

are also regular visits abroad to France and Germany and an annual ski holiday. **Please encourage your child to join in and have a go.**

Music tuition

On your behalf we are able to book instrumental/vocal music tuition with **Essex Music Services**.



Getting to College

College contract buses

Large numbers of children travel by College contract bus. Bus passes are issued **free of charge** directly to students who are entitled by the Passenger Transport Co-ordination Branch (PTCB). If your child needs to travel on a College contract bus, you will need to apply for a bus pass from **Essex County Council**.

By telephone	0345 603 2200
By post	School Admissions and Transport PO Box 4261 Chelmsford ESSEX CM1 1GS
By email	educationawards@essex.gov.uk
Via the website	www.essex.gov.uk/school-transport

It is essential that students travelling by College bus have their bus passes with them at all times as Essex County Council operates a 'no ticket, no ride' policy. A lost bus pass must be replaced immediately.

Letters giving information concerning pick-up points and collection times are issued to parents/carers from Passenger Transport at Chelmsford before the start of the College year. It is our joint responsibility, as parents/carers and staff, to ensure that orderly behaviour is maintained, both on the bus and whilst waiting for it. When the vehicle is in motion, the driver is directly responsible for their passengers.

Poor behaviour will lead to the withdrawal of a child's right to free transport.

Helpful tips

- If you are new to public transport, it's a good idea to find the stop you will be using beforehand so you are confident you know where to go on your first day.
- Make sure you have the correct bus or train pass, or money to purchase one.



Please note, when using public transport you will have to adhere to the following code of conduct:

On buses and trains

- Show your bus pass to the driver, or train ticket to the conductor.
- Find a seat and stay seated for the entire journey. If there are no seats and standing is permitted, hold onto the rail.
- If the bus has seat belts, these must be worn.
- Do not distract the bus driver or other passengers on public bus or train services, except in an emergency.
- Photographs should not be taken without prior consent of the person(s) concerned.
- Behave sensibly, be polite and consider others throughout your journey.

Getting off buses and trains

- When the bus arrives on school premises, please ensure that you leave the bus quietly and sensibly.
- When walking from the train station, please be aware of your surroundings, including busy roads and crossings.
- Do not leave any rubbish on the seats or floor. Always use the bin, or if none are available, take your rubbish with you.

Cycling to College

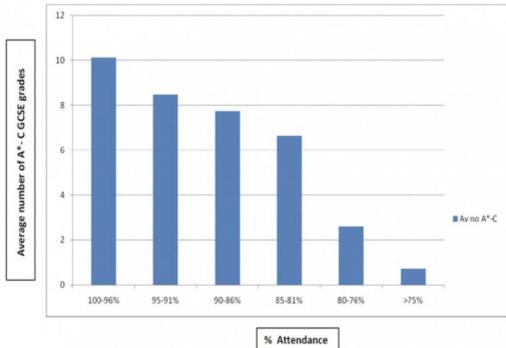
Students may cycle to College with their parent/carer consent **in writing**. Bicycles should be lockable, roadworthy and have lights, if used during winter months. Your child should wear a bike helmet for personal protection. Please refer to the **TTC Bicycle Policy**, which can be found on the College website.

The College cannot take responsibility for the safety of a child while riding to College, nor for the security of the bicycle while on the premises.

Attendance

Tending Technology College has a target minimum target of 98% attendance for all our students. We monitor the attendance of each student on a daily basis and strive to support those students whose attendance is affecting their progress. Parents/carers play a vital with attendance and there is a need to establish a strong home/College link.

The following graph shows the link between percentage attendance and GCSE grades 9-4. The higher the attendance percentage the higher the GCSE grade.



100% attendance = attending school every day

90% attendance = attending 4.5 days a week (4 weeks missed per year)

80% attendance = attending 4 days a week (more than half a term missed each year, or 2 full years missed over the course of their school career)

70% attendance = attending 3.5 days each week (more than a quarter of the school year missed)

Parent/carer responsibilities

- Make sure every child understands that they are expected to attend College every day. Minor ailments, i.e. headache or slight cold are not acceptable reasons for failing to attend.
- You should telephone the designated absence line immediately on the first day, and every subsequent day of absence, informing the College of the reason for absence.
- You will be expected to provide medical evidence (appointment card, photocopy of the medication, doctor's note) for any illness related absence, as recommended by the Government. Where appointments during the College day are unavoidable, we would require a copy of the appointment card or letter as evidence. **Where possible, every effort should be made to arrange appointments outside of College hours.**
- We will offer advice and support, and ask that you work actively with the College staff and the Attendance Compliance Service at the local authority, to solve any attendance issues as and when they occur.

Late arrival

If any student arrives late for the morning session, they should go to the main office and sign in before reporting to their normal lesson.



Signing out

If it is necessary for a student to leave the premises during the day, a written or telephone request must be received from their parent/carer. Additionally, students must obtain a green slip from their Year team, meet you in reception and sign out before leaving the College site.

Punctuality

Students should arrive at College punctually by 8:40am, ready for registration with their tutor. Students who arrive after this time will receive a sanction in line with the **College Attendance Policy**. Please contact the College to report any exceptional circumstances for late arrival.

Term time absences

Reporting an absence

If your child is absent from College, please phone our absence line on **01255 862737** before 8am on each day of their absence. If we have not received a call from you before this time, the College operates a daily calling system to help safeguard students who may have left for College in the morning, but not arrived for morning registration.

Requests for absence

We appreciate that from time to time there will be exceptional family circumstances that require a student to be taken out of College. To submit an application for leave in an exceptional circumstance, please complete the Google form on the College website, or alternatively request a hard copy form from the College office. Absences are discouraged – there is a strong link between good attendance and positive exam outcomes. Please refer to the **College Attendance Policy**, which is available on our website.

The Department for Education (DfE), Academies Enterprise Trust (AET) and Essex County Council (ECC) have issued the following guidance:

Leave may only be granted by a person authorised by the Headteacher of the College. As from 1 September 2013, the Education Regulations 2013 amended Regulation 7 to prohibit the authorised person of a maintained school from granting leave to a pupil, except where the application has been made by the parent or carer with whom the pupil normally resides, and it is received by the school at least one month before the first day of absence, and the Principal considers that there are exceptional circumstances relating to the application.



We may consider approving a request for absence, but this is rare and we will take the following into consideration:

- the period of absence does not include any internal or external examinations
- there are exceptional circumstances for this absence
- there are no alternative curriculum arrangements scheduled

In accordance with Government guidelines, the Local Authority reserves the right to impose a penalty notice on parents/carers who take their children out of College during term time without College authorisation.

The Essex Code of Conduct for Penalty Notices has been reviewed and the following change has been made:

From 1 September 2018, a penalty notice may be issued if there are 6 or more unauthorised sessions (3 or more days) due to a leave taken during the first two weeks of the September term.

If an absence is not authorised and leave is taken, the case will be referred to the Local Authority, who may issue a penalty notice for £120 (reduced to £60 if paid within 21 days) to each parent/carer, for each child taken out of College.



College Behaviour Summary

The College believes very strongly that it is possible to achieve high standards of work and behaviour within a friendly and positive working environment.

All of us, staff and students alike, operate within the same Code of Conduct that you will find within this booklet. Staff award points for achievements in and outside the classroom, and recognition certificates are regularly awarded in assemblies.

However, if a student fails to act responsibly or disturbs the learning of others, we operate the following sanctions: additional work; early morning, break, lunchtime or after College detention (notice of 24 hours given, except when on Principal's report); internal seclusion and behaviour trackers; positive, College and Principal's reports; withdrawal from a lesson/a series of lessons. Except for very minor offences, we also aim to contact the parent/carer.

Serious offences may incur fixed-term suspension (FTS) from College for a period of one or more days. Parents/carers are always asked to accompany their child when they are readmitted to College following exclusion.

All students deserve to be happy at the College, work hard, behave positively and make excellent progress.

Students in all year groups at TTC are expected to follow our core expectations. **3, 2, 1, hands up** means that everyone is listening and ready to learn. Manners and politeness are expected from all students and staff, and are key to a calm and positive atmosphere for students to learn to the best of their ability.



1
98
100

1 = First time, every time
98 = Minimum attendance
100 = 100% effort, 100% of the time



RESPECT
HONESTY
RESPONSIBILITY

Aspirations to be achieved by all students



Hands Up

100% of Hands Raised

Equipment Down and nothing in hands while someone is speaking.

Track whenever a person is talking



RESPECT
HONESTY
RESPONSIBILITY

Aspirations to be achieved by all students



STEPS

Speaking politely

Thank you

Excuse me

Please

Sir or Miss



RESPECT
HONESTY
RESPONSIBILITY

Aspirations to be achieved by all students



College Code

Everyone at TTC will:

- act respectfully, responsibly and with honesty
- always try to understand other people's point of view
- treat others as you would like to be treated
- show good manners at all times and behave responsibly
- move sensibly and quietly around the College
- follow the one-way systems and keep to the left in corridors and on the stairs
- stay within the permitted areas
- show respect and consideration to everyone
- show good manners, e.g. allow all adults to pass through doorways first and hold the door open for them, as well as each other
- respond to bells, especially emergency evacuation
- eat and drink only in designated areas and clean up after yourself. Water may be drunk in class, except in rooms where water is a safety hazard.
- take responsibility for keeping the College clean and tidy

In class, we make it as easy as possible for everyone to learn and for the staff to teach. This means arrive on time, prepared for the lesson and ready to learn.

Out of College, on the buses, trains, in the local community or on a trip, always remember TTC3 and represent the College positively.

Know what is right

Say what is true

Do the right thing



Classroom Code

Behave myself

Try my best

Show good manners

Start of lessons

- Arrive on time, wearing correct uniform.
- Enter quietly and follow the TTC Way. For labs, workshops and practical rooms, queue sensibly and quietly outside.
- Get basic equipment out immediately ready to start learning.

During lessons

- Behave appropriately and politely when wishing to ask or answer a question.
- Allow the teacher to teach by listening and being respectful. When allowed, your talking in class should not disturb others. During group or pair work, only your partner or group should hear you.
- Sit where you are asked to sit.
- Use and pass equipment safely.
- Blazers may be removed with teacher's permission.
- Bottles of water may be drunk during lessons, except in rooms where water is a safety hazard (Technology/ ICT/ Science).
- Follow instructions quickly, quietly and efficiently.

End of lessons

- Do not pack up when hearing the bell. Wait for the teacher to dismiss the class using **the TTC Way**.
- Before you leave, tidy your workplace and the room. Litter should be put in the bin and chairs properly placed. At the end of the College day, chairs should be placed on tables, as directed.
- Leave sensibly and quietly, as directed by the teacher, wearing uniform correctly.

Bullying, racism, graffiti, smoking, vandalism and challenging behaviour are not tolerated at TTC. Chewing gum, conspicuous body piercing, aerosols, laser pens or smoking equipment is not permitted. The malicious activation of the College emergency evacuation procedures will be viewed very seriously and in all such cases, the police will be informed.

The College has a duty to keep everyone safe and happy in the school. Therefore the school will not tolerate any high level behaviours. These have and can result in serious sanctions such as permanent exclusion.



College anti-bullying policy

Bullying is wrong

Nobody has the right to hurt other people, either physically or emotionally. Spreading untrue stories, deliberately isolating people, taking their friends away, making threats, hitting, kicking, fighting with people, ridiculing or commenting on people's race, sexual orientation or religion are all examples of bullying and they can all cause distress to the victim.

Cyber bullying will not be tolerated. This includes text messages, e-mails, phone calls and communication in internet chat rooms, social networking sites and via instant messaging.

The College is part of the **Make a Noise** programme. This is a safe and secure platform that students can use on any internet-enabled device to report any incidents of bullying. All students are provided with a login and the programme is regularly explained and promoted within the College.



What to do

- Tell someone about it - someone you know will listen to you. This could be your parent/carer, a teacher, a relative, an older friend or a peer helper.
- Be honest when you talk about it. Describe everything that's happened and how you feel about it.
- Most importantly, **do something**. Sometimes bullying stops quickly, but doing nothing means it may go on until someone is seriously upset or hurt. That could be you, or the bullies could move on to someone else if they think they're getting away with it.

Students can report any incidents via the **Student Referral Support Request form**. Students at Thorpe Campus may also use the **Student Voice** box in the atrium. All reports will be dealt with promptly.

What not to do

- Don't try to deal with the problem on your own - there is nothing wrong with asking for help.
- Don't retaliate - you might end up being accused of bullying yourself.
- Don't hide what is happening from the adults you trust. Keeping things secret is the bullies' biggest weapon against you; that is why they go to so much trouble to try to stop you telling.



What will happen

All reported incidents of bullying will be investigated. Sanctions range from warnings to permanent exclusion for cases of severe, or persistent, bullying.

Always remember, it is the bully who's at fault, not you.

If you see someone being bullied, tell a member of staff.

Helpful websites

	www.childline.org.uk
	www.nspcc.org.uk/Under18/Bullying/bullying_wda38474.html
	www.thinkuknow.co.uk
	www.samaritans.org
	https://tootoot.co.uk



Communication between home & College

General and personal correspondence from the College will be sent home via email. We also communicate with parents/carers by telephone and text message. Messages can also be sent/received through the **Arbor** app - please download this to your mobile device.

Detailed progress reports are sent to parents/carers at least once each academic year. In addition, we issue interim reports.

Subject teachers supply regular assessments, which are monitored by group tutors and Heads of Year. Parents/carers will be contacted if there is any cause for concern; we try to get in touch at the first sign of any problem.

Each year, there is also a parents' consultation evening for each Year group, where parents/carers have an opportunity to meet their child's subject teachers.

We value your support as parents/carers and welcome your interest. We are keen to ensure that each student's time here at College is worthwhile and happy, and therefore urge you to get in touch if you have the slightest worry or concern. If the person you want to speak to is not immediately available, we aim to return your call **within 48 hours**. Any concerns should be directed to your child's tutor first; they will then work alongside the Year team to address the concern.

College News

Our bi-weekly newsletter is sent home via email and is also available to view on our College website. Please ensure that email addresses are kept up to date to ensure that information is received.

Emergency Closure Arrangements

You will receive a text message from the College to inform you if we will be closed. A closure notice will also be placed on the College website. An announcement will be reported on the local radio in the morning if possible.



Home learning

Research shows that students with good study skills are much more likely to be successful in later life!

Home learning tasks are added to **Google Classroom** by the teacher meaning there is no need for your child to write or record the work set – they simply need to log onto the system through their school email.

Google Classroom is an easy-to-use, online system designed to make homework transparent for everyone. Students can see homework details, deadlines and resources, helping them to develop better time management and organisational skills. Students submit their homework via Google Classroom, or to their teacher, depending on the nature of the homework.

It is vital that your child undertakes home learning tasks as they are only in College for 15% of their time. As a rough guide, students should study each evening for at least 60-90 minutes. Try and establish a regular timetable around other interests and activities, and ensuring a reasonable bedtime.

A quiet study area away from distractions such as the television, computer games and siblings is important. A desk or table with a range of pens, pencils, paper, colouring equipment and a dictionary makes a suitable study base. If your child struggles to complete home learning tasks or needs additional support, we are able to offer after-College clubs at both sites. Dates and times for clubs can also be found on our website. Additionally, students are able to use an excellent range of books and ICT equipment in College, and a teacher is always on hand to provide assistance when needed.

For any further details, please follow the links to the **Homework Policy** on our College website.

Examinations

Your child will take half-termly assessments in a range of subjects throughout the year. They will also take formal examinations throughout their school career. Students will be expected to prepare fully for these examinations by revising and ensuring they are fully equipped.

Details of the dates of any exams will be released nearer to the time, along with guidance from the Head of Year on what you can do to support your child.

On charging

For activities in College

Most activities offered in normal teaching time (with the exception of music lessons) should be available free to all students.

For trips or visits outside of College

Please be aware that most organised trips or visits will incur a cost. No student will be penalised on the grounds of financial difficulty, although if we do not receive enough contributions the visit may not be viable.

Financial difficulties

Governors would emphasise that parents/carers who, in exceptional circumstances, have any difficulty in supporting their children's activities inside and outside College hours should approach the Principal in complete confidence, in the knowledge that each case will be treated as sympathetically as possible.



Emergency contacts

In addition to your permanent address and telephone number, it is important that we have an emergency address and telephone number where we can make contact in case of an accident or other urgent problem. A form is issued for this purpose. Please advise us immediately of any change in this information.

Medical care

Students who are taken ill during the day will be able to visit one of our on-site Medical Assistants. Your child should not phone you directly to say that they are unwell. Parents/carers will be asked, if necessary, to collect students from College.

Please inform the College of any medical problem which is likely to affect your child in College, or which requires special care.

Medication storage

Please note that we are no longer holding or dispensing non-prescription items. We will continue to hold and dispense prescription medication with your signed authority. Our Medical Assistant (**Mrs D Keller**) will organise these authorisations.

Prescription medication must be handed to reception staff, who will forward items to the Medical team. Medication should not be given to students to bring in to College or have on their person during the College day. We will only accept prescribed medicines that are:

- In date
- labelled with the students' name and tutor group
- provided in the original packaging, as dispensed by the pharmacist, and include instructions for administration, including dosage and storage

The College will accept insulin that is inside an insulin pen or pump rather than in its original container, but it must be in date. All medicines will be stored safely. Students will be informed about where their medicines are at all times, and will be able to access them immediately.

Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens will always be readily available to students and not locked away.



Principles of Partnership

As a parent/carer, I have the right to expect:

- a warm welcome when I visit the College.
- information about what my child is taught and regular detailed reports on progress.
- work set appropriate to my child's abilities that is properly prepared and regularly marked; this includes a planned programme of homework.
- a disciplined learning environment.
- the good management of resources to ensure that my child has the books, equipment and facilities they need to learn.
- a wide choice of opportunities and activities beyond the classroom.
- a smooth transition from primary to secondary school; a direct route through to university, college, training or employment.
- a web-based complaints area.

As a parent/carer, I accept responsibility for:

- encouraging my child to have a positive attitude towards College work and homework.
- supporting the College's behaviour policies. I agree to support the use of sanctions, including detention and cross-site seclusions as part of the College discipline policy.
- ensuring that my child attends College regularly and punctually, ready to work with the appropriate equipment, and wearing College uniform.
- keeping the College informed about any factors which may affect my child's performance or well-being in College.
- attending parents' evenings and participating in the community life of the College, as appropriate.



Principles of Partnership

As a student, I have a right to expect:

- effective lessons that take account of my ability.
- preparation for exams, so that I can be successful.
- to be listened to, helped and encouraged.
- good teachers who will motivate me to do my best and develop all my talents.
- the books and equipment I need to help me to learn in all my lessons.
- opportunities to develop new interests, to go to new places, and to meet new people.
- information and advice to prepare me for life beyond College.
- opportunities for me to show leadership and to take responsibility.
- a safe and secure environment in which to work, free from bullying.

As a student, I accept responsibility for:

- attending College punctually, in full College uniform.
- bringing all the books/equipment necessary to learn to every lesson.
- working hard and giving my best in lessons, which includes getting my work done on time.
- creating a positive atmosphere in College by keeping to the Code of Conduct and Classroom Code. Everyone at TTC acts respectfully, responsibly and honestly in keeping with TTC3.
- keeping any homework deadlines.
- taking advantage of all the opportunities available outside the classroom.
- joining in the community life of the College.
- ensuring the Chromebook that the College has loaned me is kept safe and remains in good condition.



E-safety agreement

- I will only use ICT systems in College, including the internet, email, digital video, and mobile technologies for College purposes. **Playing games, storing music and videos, using social networking sites and retail sites are specifically banned.**
- I will only log on to the College network/learning platform with my own username and password.
- I will not reveal my passwords to anyone and will change them regularly.
- I will only use my College email address.
- I will make sure that all ICT communications with students, teachers and others is responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use.
- I will ensure that my online activity, both in College and outside College, will not cause my College, the staff, students or others distress, or bring me or the College into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will not give out any personal information such as my name, phone number or address.
- I will not arrange to meet someone that I have met online, unless this is part of a College project approved by my teacher.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged, and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, College sanctions will be applied and my parent/carer may be contacted.

The following are serious breaches of the law and will be treated as unlawful activities and investigations may involve external agencies such as the police.

Users may not use the College networks or computing equipment to:

- duplicate, store, or transmit pornographic materials
- transmit or post threatening, abusive, obscene or harassing material
- duplicate, store, or transmit copyrighted material that violates copyright law
- initiate, or pass on, chain mail to cause the harassment of other users
- use abusive, vulgar, profane, obscene, harassing, or other inappropriate language





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