



GOVERNING BOARD

THE GOVERNORS' GENERAL EXPECTATIONS OF STANDARDS AND BEHAVIOUR

- Students and staff should enjoy a first class learning environment in which they achieve their full potential.
- All members of the College community should respect and encourage each other with an emphasis on positive reinforcement.
- The College to provide the equality of opportunity for all.
- High standards of attendance, punctuality and uniform.
- All Governors and staff seek to promote the students' personal, social, moral and intellectual development.
- No parking on site, except for Tertiary students.

STANDARDS EXPECTED OF STAFF

- Lessons should be well planned, challenging, using appropriately differentiated materials and well disciplined.
- High standards of attendance, punctuality and dress.
- Work should be set and marked regularly, with detailed records of student progress recorded and reported, according to the College's Assessment Policy.
- Classrooms should be safe and welcoming with appropriate students' work displayed.
- Rewards and sanctions to be recorded as appropriate.
- Car parking only with Staff Parking Permit displayed.

REWARDS AND SANCTIONS

A range of sanctions are necessary to ensure that students maintain the high standards of work, dress and behaviour that we expect. Therefore, these exist to deter students from further inappropriate behaviour.

The College actively supports and promotes a positive learning and teaching environment and therefore recognises achievement and effort at all levels. These are further outlined on our College website or details can be requested from the College.

WESTCOUNTRY ACADEMY TRUST	GOVERNING BOARD
Carl Atkinson	Rachel Hutchinson
Cath Farrin	Caroline Johnson
Andrew Flay	Coral Jonas
Tom Godwin	Ann Laity
Iain Grafton MBE	Ruth Pearson-Bunt
Sheila Jenkins	Richard Peachey
Anne Newall	Mike Saltern
Martin Pollard	Charles Thornton
Mike Saltern	Simon Whitehorn
Pamela Tuckett	

Any enquiries please telephone the Clerk to the Governors at the College.

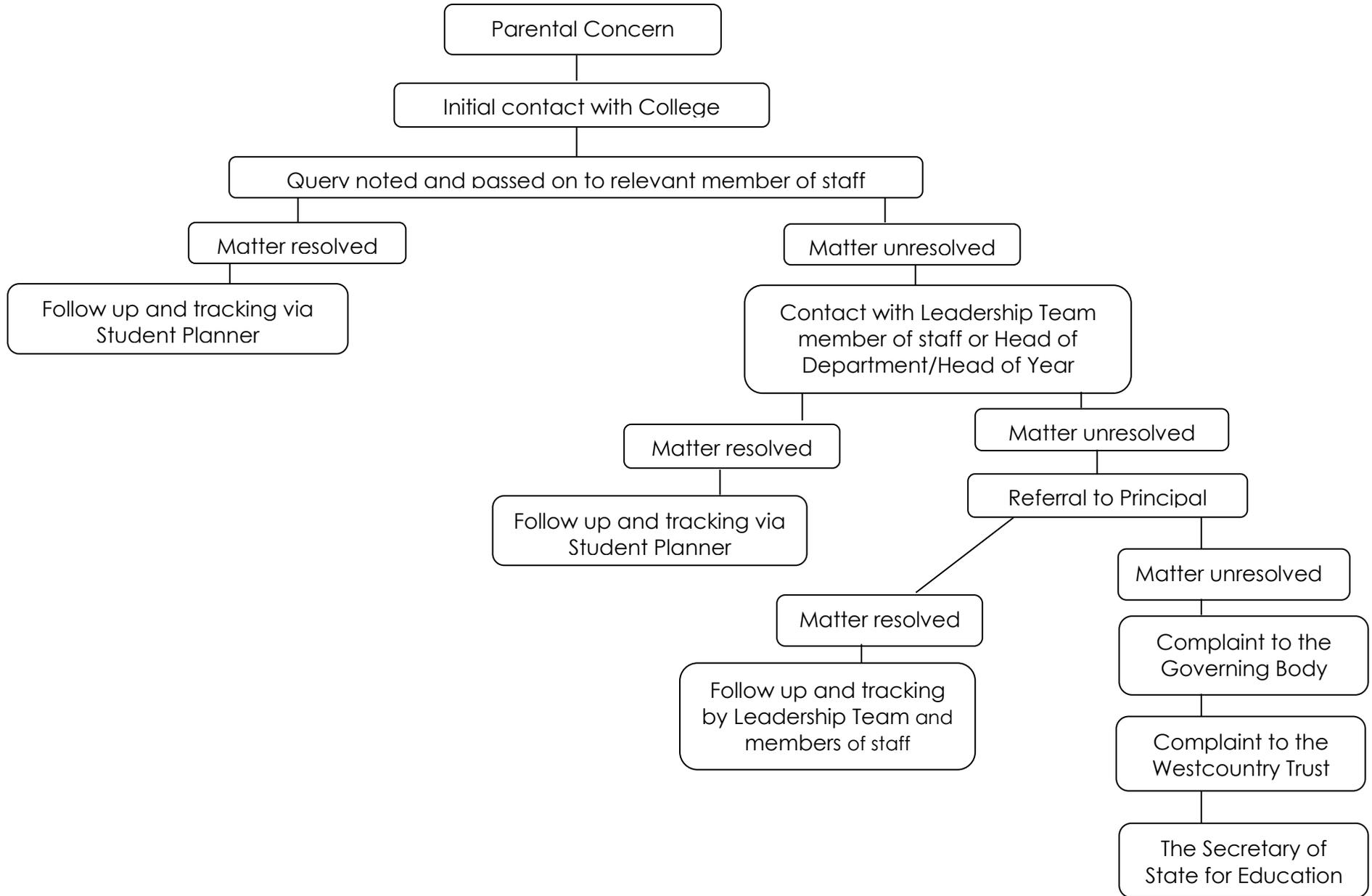


COLLEGE DATES 2018 - 2019

Autumn Term 2018	
Start of Term	Tuesday, 4 September 2018 - Years 7 and 12 only Wednesday, 5 September 2018 - All
Half Term	Friday, 19 October – Friday, 26 October 2018 inclusive
Term ends	Thursday, 20 December 2018
Spring Term 2019	
Term starts	Monday, 7 January 2019
Half Term	Monday, 18 February – Friday, 22 February 2019 inclusive
Term ends	Friday, 5 April 2019
Summer Term 2019	
Term starts	Tuesday, 23 April 2019
May Day Bank Holiday	Monday, 6 May 2019
Half Term	Monday, 27 May – Friday, 31 May 2019 inclusive
Term ends	Friday, 19 July 2019



OUR PARTNERSHIP WITH YOU





OUR CHARTER TO YOU

Ivybridge Community College fosters a climate in which your concerns are seen as an opportunity to improve both standards and service.

The College seeks to respond with courtesy and helpfulness to all queries. In this Prospectus we encourage and illustrate ways in which both students and parents can contact the College if they have a concern or problem.

If you write to us we will:

- Acknowledge your letter within two working days of receiving it, unless we can send you a full reply within four working days.
- Send you a full reply within seven working days, or fifteen working days if we need to get information from other Departments.

If we cannot meet these deadlines we will let you know why and when you will get a full reply and:

- Answer the question you ask as fully as possible.

When you request information, we will:

- Deal with straightforward requests directly, or take information to pass on to relevant members of staff.
- When possible, direct queries directly, or take information to pass on to relevant members of staff; otherwise we seek to respond to every enquiry within one working day, by telephone.
- Send more complex information within seven days.

If you telephone us, we will:

- Aim to answer your call promptly. If we are not available you can leave a message on the answerphone. College Reception areas are open each weekday from 8.30am to 5.00pm.
- Seek to record information given over the telephone and take clear details of the call back address, telephone or email address and appropriate times for re-call. We seek to respond to every enquiry within one working day, by telephone.
- Try to answer the questions you ask and give you our name.

Helpful, informed staff are available in Reception areas to answer queries/concerns directly, or take information to pass on to relevant members of staff.

We welcome the opportunity to make appointments for discussions at a time suitable for all parties concerned.

We ask visitors to report to Reception on arrival and to sign in using the computerised registration system.

We encourage staff to give names and roles over the telephone and in written correspondence to avoid an impersonal service.



CUSTOMER SERVICES POLICY

Mission Statement

"Ivybridge Community College aims to provide an integrated, comprehensive curriculum in an environment where the whole learning experience is one of opportunity, endeavour, achievement and excellence."

Rationale

Ivybridge Community College fosters a climate in which complaints are seen as an opportunity to improve both standards and service.

If a complaint is received the issue is referred to the relevant Line Manager who has the responsibility for investigating it. The underlying causes are identified and if necessary changes are made to College procedure and practice to avoid repetition. In this way complaints become a positive rather than a negative process.

The College seeks to respond with courtesy and helpfulness to all queries. In our Prospectus we encourage and illustrate ways in which both students and parents can contact the College if they have a concern or problem.

Guidelines

- Helpful, informed staff are available in Reception areas to answer queries/concerns directly, or to take information to pass on to relevant members of staff.
- Where possible all queries will be directed immediately to the relevant member of staff; otherwise we seek to respond to every enquiry within 24 hours, by telephone.
- If consultation with colleagues or data collection is necessary we seek to keep the "customer" informed by contacting them by telephone, letter or invitation into College within three days.
- Reception areas are open each week day from 8.45am to 5.00pm.
- We welcome the opportunity to make appointments for discussions at a time suitable for both parents and visitors to the College.
- We seek to provide quiet areas or private offices to discuss any problems with visitors to the College.
- We welcome visitors on arrival and ask them to sign in using the computerised registration system and they will be given a Visitor's Badge.
- We seek to record information given over the telephone and to take clear details of call back address, telephone or email address and appropriate times for re-call.
- We encourage staff to give names and roles over the telephone and in written correspondence to avoid an impersonal service.

We seek to be sensitive to the circumstances of a correspondent or caller regarding:

- the protection of the safety of students.
- their own time management restrictions.
- sensible times for future contact.
- urgency of response required.
- holding time on telephone calls.



- all our staff wear name badges.
- all correspondence to parents and others is copied and distributed to relevant members of staff.
- car parking for visitors and disabled parking spaces are provided.
- comfortable and private waiting areas are provided for visitors with informative reading material available.
- site staff are equipped with two-way radios for ease of contact on site.
- staff, students, parents and the general public are made aware of any new information and forthcoming events through the Student Planners, newsletters, the College newspaper and our website.
- students are encouraged to be courteous and helpful at all times, welcoming visitors to the College.
- the College is aware of the need to continually improve standards of services.

We monitor these issues through:

- Staff appraisal systems
- Open Days/Evenings
- Questionnaires
- Student Planners
- General correspondence
- Parents' Evenings
- The Westcountry Trust



HOME COLLEGE AGREEMENT

HOME COLLEGE AGREEMENT 2018-19

The Home College Agreement is an integral part of our College approach to establish a genuine partnership between the College, parents and students. By defining the roles, responsibilities and expectations of all those involved we will continue to develop effective relationships to support each other, thus providing a safe, caring and effective learning environment for all our students.

The Code of Behaviour and the College expectations are clearly stated in Student Planners and are displayed in classrooms around the College and are available on the College website.

Student

- Pride in my presentation:
 - I will wear the correct College uniform and take pride in my appearance.
 - I will bring all the equipment I need every day and take pride in the presentation of all my work.
 - Help keep our college free from litter and respect our environment.
- Attitude to Learning:
 - Take responsibility for my actions.
 - Treat others with care, consideration, respect and tolerance.
 - Never bring any item that could be used as a weapon, or any illicit or illegal substances.
 - Follow the Electronic Devices Policy (e.g. phones).
 - Accept all College expectations and guidelines.
- Conduct:
 - Conduct myself well – for example as outlined in the College Code of Conduct.
 - Behave sensibly so that we can be happy and safe as we learn.
 - Always follow the instructions of staff.
 - Accept College disciplinary procedures e.g. detention.
- Effort:
 - Do all my classwork and homework to the best of my ability.
 - Aim for 100% attendance and be on time.
 - Aim for the highest standards of achievement by attending all revision and extension classes and taking part in extracurricular opportunities.

Home

As Parents/Carers we confirm that we are the primary educators of our children and have a unique role in supporting our child's learning. Therefore I/we will:

- Fully support all College policies and procedures.
- Attend all Parents' Evenings and discussions about my child's progress.
- Monitor my child's progress through the Student Planner.
- Inform the College of any concerns that may affect my child's work or behaviour.
- Ensure that my child attends College on time, every day in correct uniform and with all necessary equipment.
- Support my child in their completion of work at home and give my child opportunities for home learning.
- Contact the College on the first day of my child's absence and provide a note of explanation on their return.
- Support my child in their target for 100% attendance and punctuality.



- Support all College opportunities which enable my child to reach their full potential including revision and extra-curricular classes and ensure that my child is available for revision and catch up sessions.
- Support College policy which states that your child should always be courteous towards staff; this involves my child behaving in an appropriate manner that upholds the College's Code of Conduct on the way to and from College.
- Support College policy which states that your child may be searched, if deemed necessary, in the interests of student and staff.
- Use appropriate lines of communication to contact the College directly with any concerns.
- Accept College disciplinary procedures.

College

As a Community College we will:

- Encourage all students to achieve their best and aim for excellence in all they do.
- Provide a broad, balanced curriculum and meet the needs of individual students.
- Develop students' sense of responsibility, self-discipline and independence.
- Contact you if there is a concern with attendance, punctuality, behaviour, uniform or equipment.
- Provide Parents' Evenings during which the progress of your child can be discussed and opportunities to talk to teachers.
- Keep parents informed about College activities through regular communication via the website, the College newspaper, notices about special events and reports.
- Set, mark and monitor homework and classwork and provide facilities for students to complete their work and research in College.
- Listen and respond promptly to concerns.
- Value all students as members of our community, and help them to develop their spiritual, moral, emotional and academic progress.
- We acknowledge our responsibility to support parents/carers in their task of nurturing their children to become well rounded and caring citizens of the future.
- Provide a friendly, safe, stimulating and moral environment in which to learn.
- Treat your child with the dignity and respect they require.
- Support your child in preparing for the World of Work.
- Continuously strive to achieve the best possible education we can for your child.

Student's Name: _____ *(please print)*

Student's Signature: _____ Date: _____

Parent/Carer's Name: _____ *(please print)*

Parent/Carer's Signature: _____ Date: _____

The College operates a Complaints Procedure, as outlined in Section 39 of the Schools' Standards and Framework Act 1998.



ADMISSION INFORMATION

Prospective parental visits

Parents are always encouraged to seek information from the College.

A number of important parental visits are scheduled throughout the year: the Autumn Term Open Evenings for prospective parents before admission and the Year 6 to 7 Transition Evening in the Summer Term, are important times for seeking information concerning the College. These dates vary from year to year and therefore the annual College calendar should be consulted for the correct dates and times.

In addition to special evenings, the College attempts to accommodate reasonable parental requests for individual visits to the College. These can be requested through the College Secretariat by telephoning 01752 691000. In most cases these visits are led by the Heads of Year or their Key Stage Administrator.

Current Admission Policy

The College follows the Admission Policy that is currently operated by the Local Authority. Parents of new students should seek the booklet "The Next Step" which outlines admissions.

Specific enquiries should be addressed to the Admissions Officer. Final College admission follows an interview with the respective Head of Year.

Information and admission for post-16 students follows application to and interview with the Deputy Principal or Assistant Principal.

Planned Admission Levels for 2018/19

Year 7	360
Year 8	360
Year 9	360
Year 10	360
Year 11	360

Attendance 2015 – 2018

Student attendance at Ivybridge Community College

	2015/2016	2016/2017	2017/2018
% Authorised Absence	4.2	4.71	4.9
% Unauthorised Absence	0.4	0.5	0.8

The College maintains a high student attendance percentage. Our Student Welfare Coordinator ensures effective strategies are in place to promote attendance.



SPORTING AIMS AND SPORTS PROVISION

Physical Education aims to develop control of the body to improve physical skills, to give students the ability to make decisions and to apply their growing knowledge and understanding about movement and the body to a variety of activities and contexts. The process of planning, performing and evaluating movement is central to the development of skill and understanding.

At the College students embrace programmes of study in athletics, dance, games, gymnastics and outdoor and adventurous activity. Whilst competitive games play a vital role in the curriculum, the College aims to promote a positive attitude to an active and healthy lifestyle. Students gain the foundation to further develop an interest in sport and physical activity after they leave the College and in the community. As students progress in their Physical Education programmes they have the opportunity to personalise their learning by constructing their own activity pathways.

Sport makes a valuable contribution to the general ethos of the College through the extra-curricular programme.

Whilst the sport on offer is vast and varied and often follows the sporting season, the College offers a wide range of opportunities to boys and girls of all abilities, as well as the most talented of players and performers. Substantial numbers of students play competitive games within the College in inter-Tutor group matches. Students also represent the College in a plethora of activities and may gain representative honours at regional and national levels. Links between the College and local Sports Clubs and coaches are encouraged to extend the students' opportunities.

The College's Physical Education programme is extensive and fully integrated into the curriculum. Ample opportunities for participation exist at the College and in the local community.



CLUBS/ENRICHMENT ACTIVITIES AND BREAK/LUNCH ARRANGEMENTS

CLUBS AND ENRICHMENT ACTIVITIES

There are a vast number of special interest clubs and activities offering something for everyone. Here extra skills can be developed which support a student's general academic development and contribute to their social, personal, health and moral education of the students and many teachers give generously of their time and expertise before and after College, at lunchtimes and weekends.

BREAK AND LUNCH

The College break occurs between 11.10am and 11.30am and lunchtime is from 1.30pm until 2.30pm. Food and drink are available at both these times. The break and lunchtime service is delivered cafeteria-style in the College's modern and spacious Dining Room. Students have the choice of a variety of hot and cold foods. In addition Year 7 has access to their own Dining area. The College operates a Cashless Catering system.

The delivery of food provision is the sole responsibility of Devon Norse, 3a Capital Court, Sowton Industrial Estate, Exeter EX2 7FW, 01392 351160. The local Kitchen Manager can be contacted on 01752 690587. All food and drink related questions should be directed to the Canteen providers.



IVYBRIDGE ACADEMY TRUST

CHARGES AND REMISSION ON COLLEGE ACTIVITIES

In general education is provided free of charge but as permitted by the Educational Reform Act 1988, the College Policy provides for charges in the following areas:

1. Where staff of the Instrumental Music Tuition provide instrumental tuition or other activities out of College hours, a charge per student will be made for these activities. The income generated will be used to increase the availability of such activities.
2. For materials used in College, where parents indicate in advance that they or the student wishes to own the finished article incorporating those materials, the College will set a charge equal to the cost of materials in such cases, or make a charge "in kind" by requiring parents to provide raw materials. Where a cash charge is made the income generated will be used by the College for the purchase of the raw materials in question, or to offset the expense previously incurred in their purchase.
3. To recover the cost of the entry fee for a public examination where the student fails, without good reason, to meet any examination requirement for that syllabus, the College is required to examine each case where examination requirements have not been completed and to make a charge to parents to recover the cost of all entry fees, except where there was good reason for the student's default. The College will should determine whether or not there has been a good reason for the student to fail to complete the examination requirements in circumstances influencing the behaviour of the individual student. Such unavoidable circumstances could arise, for instance, as a result of ill health on the part of the student or unavoidable family commitment such as that resulting from bereavement. The College will also pass on the cost of entering a student for a public examination where he or she has not been prepared by the College.
4. For staff 'cover' costs, travel, board and lodging on a residential trip, the College is required to make such charges to recover but not exceed the actual costs in question.
5. For education provided outside College hours or as an optional extra there should be prior agreement of parents. The charge will be determined on the basis of the cost of the individual (rather than shared where any remission applies). As appropriate the cost will include an element for travel, board and lodging, materials, books, instruments and other equipment, non-teaching staff costs and teaching staff costs (where a teacher or instructor has been engaged specifically to provide the activity), entry fees to museums, castles, theatres, etc. and insurance costs.

The Policy provides for possible remission of charges.

For board and lodging charges on a residential trip in respect of students whose parents are in receipt of Income Support or Family Tax Credit, where the residential trip concerned takes place during school hours or where it forms part of the syllabus for a prescribed public examination or part of the National Curriculum.

Partial remission for charges made for the Instrumental Music Tuition, as outlined in the paragraph above, maybe made, where parents are in receipt of Family Tax Credit or Income Support.



COMPLAINTS PROCEDURES AND HEALTH AND SAFETY ARRANGEMENTS

Although the College maintains the best relationships with its parental community, a tradition achieved by good communications at all levels, complaints might still arise. A procedure for handling complaints is tied to legal requirements. Simply put, a complaint is an expression of serious dissatisfaction. The goal is to resolve issues quickly and efficiently.

The procedure follows the requirements of Section 23 of the Education Reform Act (replaced by Section 409 Education Act 1996) and the guidance issued in DfE circular 1189: Local Arrangements for the consideration of complaints. The full procedure falls into five stages:

1. Teacher (or Principal) is immediately involved.
2. Investigation by Principal or Chair of Governors.
3. Complaint to the Governing Body.
4. Complaint to the Westcountry Trust.
5. Complaint to the YPLA Academies Central Unit, if Ivybridge Community College own complaints procedure, including any appeal, has been exhausted.

It is hoped that complaints can be resolved as informally as possible for as complaints become more formalised a stricter set of rules come into play. Since this is the case, parents should request further information e.g.: "*I have Something to say to the School*", in *ADVICE TO PARENTS*, published by Devon.

HEALTH AND SAFETY ARRANGEMENTS

The College takes an active interest in the wellbeing of all its students. There is an elaborate emergency procedure in place to cover serious eventualities.

An Emergency Officer is on duty to oversee the situation, and direct links are established with the emergency services.

Building evacuation drills do occur throughout the year to test the system.

The College also maintains a Medical Room located near Millennium Reception. Although there are two Health Care Assistants on duty, rules concerning medical care are strictly regulated. It is vitally important for parents to maintain correct and up-to-date medical information on their children's files. In this way, the College can respond more effectively if a medical emergency should arise. The College also has a number of qualified First Aiders on site.



COLLEGE UNIFORM/DRESS CODE

The College demands a high standard of appearance and dress, and all students are required to wear the College uniform. Parental cooperation is essential if we are to maintain this high standard. Students arriving at College inappropriately dressed will be loaned the correct uniform to wear or sent home to get changed. Blazers must be worn to all lessons in College buildings, on the way to and from College, except, when students have been given permission otherwise, i.e. outdoors at break and lunchtimes, by teachers in lessons.

STUDENTS' UNIFORM

- Navy blue College blazer with College badge
- Navy blue knitted jumper with embroidered College badge
- Standard tartan patterned skirt, worn at no more than 4cms above the knee
- Grey, formal trousers, e.g. polyester mix; NOT cord, brushed denim, jeans, chinos or flares
- White shirt/blouse **which buttons up to the neck**
- College Tie
- Plain black, navy blue or white socks not over the knee or below the ankle, navy coloured tights
- Sensible, black, flat shoes (leather shoes that can be polished only and **not** leather trainers e.g. Converse/Vans) – no boots, canvas shoes, trainers

PE KIT FOR ALL STUDENTS

- Navy blue sports top with embroidered badge
- College multi sports top
- Navy blue shorts
- Navy blue socks with Ivybridge written on rear of sock
- Trainers (non-marking soles essential)
- Optional extras: blue tracksuit trousers, navy blue College fleece
- Shin pads are compulsory for Rugby, Football and Hockey
- Gumshields are compulsory for Rugby and Hockey

FOR ALL STUDENTS

- CDT: white or natural apron
- Home Economics: clean, hygienic apron
- Art: some protective clothing advisable

Jewellery: Jewellery is not permitted, except for one small silver/gold stud earring in each lower ear lobe and a watch. No other jewellery is permitted in the interest of safety for all students. All jewellery/piercings must be removed in PE for Health and Safety reasons (including new piercings).

Make-up: Make-up may only be worn by students in Years 9 to 11 and must be discreet. No nail varnish or false nails are allowed.

Hairstyle: Hair to be well groomed and a natural single colour. No extreme forms of hairstyles are permitted e.g. tramlines, streaks or colour.

Indoor Wear: Students are not permitted to wear coats, hats or scarves indoors.

Outdoor wear: Any sensible, weatherproof outdoor garment is permitted (no denim or leather type jackets or hooded sweatshirts).

THIS IS THE COLLEGE UNIFORM/DRESS CODE

Variations will not be acceptable and no extremes of fashion, hair or dress are allowed.

The College reserves the right to make the final decision on what is and what is not acceptable.

Please note that all items of College uniform, including PE kit, are available from Lawsons of Ivybridge and Trutex Schoolwear and More, Sugar Mill Retail Park, Plymouth.



RELIGIOUS EDUCATION AND SEX & RELATIONSHIP EDUCATION

RELIGIOUS EDUCATION

The College's Religious Education programme is compulsory. At Key Stage 3 students will have lessons specially designated to Religious Studies, PSHE and Citizenship. At KS4, students can embark on a GCSE programme of study. In addition students can study to A Level in Years 12 and 13.

The Spiritual, Moral, Social and Cultural is addressed in a variety of ways which are evidenced in a range of documents available in the Department and across a range of subjects.

Parents maintain the right to withdraw their children from any Collective Worship activity and Religious Studies lessons, via a conscience clause, if they wish their child to follow an alternative religion.

SEX AND RELATIONSHIP EDUCATION

Sex and Relationship Education has a vital role to play within the requirements for PSHE. Ivybridge Community College puts much importance on students having access to all relevant information on this topic, which helps to provide moral values, loving relationships and well-balanced individuals who will contribute to the wider community in a caring way.

Aims and purposes of Sex Education

To help and support young people through their physical, emotional and moral development.

1. To ensure students have basic information on the bodily changes, which they will experience.
2. To ensure students follow a well-structured programme of sex education, including reference to HIV/Aids and sexually transmitted infections.
3. To understand human sexuality, learn the reasons for delaying sexual activity and the benefits to be learned from such a delay, and learn about obtaining appropriate advice on sexual health.
4. To ensure students are able to make responsible and well informed decisions about their lives, enabling them to move with confidence from childhood, through adolescence into adulthood.
5. To give students the emotional confidence to form caring relationships within a strong moral framework of responsibilities and respect, towards themselves and others.
6. To realise the importance of marriage, secure and stable relationships and the value of caring family networks as the building blocks of community and society.
7. To realise that some people have strong religious views concerning sexual behaviour and that people's beliefs should be respected.

Guidelines



All students will follow a programme of Sex and Relationship Education as part of their programmes at KS3 and KS4.

Material used in Religious Studies will be in accordance with the PSHE framework and the law, and be appropriately set for the age and maturity of students.

Health professionals, social workers, youth workers, peer educators and other visitors may, where appropriate, be used to complement the delivery of SRE. Those involved in delivering the programme are expected to work within the College's SRE Policy. However, when they are in their professional role, such as a School Nurse in consultation with an individual student, they should follow their own professional codes of conduct.

Parents have the right to withdraw their children from all or part of the Sex and Relationship Education Programme provided at the College except for those parts included in the statutory National Curriculum.

Conclusion: Sex and Relationship Education will be firmly rooted in the framework for PSHE. This will ensure that students receive Sex Education in the wider context of Relationships and are prepared for the opportunities, responsibilities and experiences of adult life. This will enhance the knowledge and understanding gained by students through their work in other Curriculum areas.

CAREERS ADVICE AND GUIDANCE

We work closely with Careers South West to ensure that we are up to date with apprenticeships that are currently available, as well as other career opportunities.

There is guidance and support available for all students from our Careers Adviser. Students can arrange a Careers guidance appointment with the Careers South West Adviser at the College – Helen Bartlett via email at hbartlett@ivybridge.devon.sch.uk or contact our Reception to arrange and appointment on 01752 691000.

Part-time local jobs are sometimes advertised through the Sixth Form LRC. Details on Further Education opportunities are also available through the Sixth Form LRC.



ASSESSMENT OF STUDENTS

Key Stage 3

Your child's progress is assessed regularly. Vital informal assessments are made many times each day by every teacher.

Profile Reports cover such matters as effort, quality and quantity of work in subject specific courses. In Years 7 and 8 students are following Key Stage 3 programmes of study and parents can ask for more detailed information on their child's achievements. Parents are invited each year to review, with staff, the progress that is being made by their son or daughter. Additional meetings can be initiated at any time throughout the academic year by parents and staff.

Key Stage 4

College Profile Reports and predictions will form an important aspect of assessment at this vital Key Stage. Each student is given a flight path target based on their Key Stage 2 SATs score.

Individual GCSE and other examined subjects are assessed in Years 9, 10 and 11 and reported, including comment on predicted grades. Parents may also request interim progress reports.

Key Stage 5 (Sixth Form)

Assessment and review of student progress continues in the Tertiary years (Years 12 and 13). An Academic Monitoring Report summarising the student's current subject progress are issued four times each year. Each subject has a detailed assessment system that marks progress within that subject. Tutor Reports summarise overall progress at the end of each academic year.

SPECIAL EDUCATION NEEDS

The College identifies a special need as that which cannot be met by ordinary mainstream education. This includes those students who have a learning difficulty.

A student has a learning difficulty if he or she (a) has a significantly greater difficulty in learning than the majority of students of the same age; (b) has a disability that either prevents or hinders the student from making use of educational facilities of a kind provided for students at the College.

The College policy is to integrate these students with special needs into the academic and social life of the College and to enable these students to work to their full potential, from the least to the most able. The College has an open admissions policy, except when this is not in the best interest of the student.



The College's Associate Leader for SEND is responsible for coordinating the educational provision for students with special needs, including the deployment of support staff and the organisation of extraction for those students who need it.

Purposes

- To meet the needs identified in EHCP.
 - To follow the review procedures as detailed in the 2002 Code of Practice.
 - To identify and cater for the special needs of those students without formal Statements.
 - To provide mainstream support and help develop differentiated material to allow students the fullest access to the National Curriculum.
 - To provide guidance for other staff who teach students with special needs.
 - To monitor and evaluate the teaching programmes.
 - To record, review and report students' progress.
 - To liaise with parents and outside agencies.
 - To liaise with the partner schools and the learning centre to ensure a smooth transition and continuity in programmes of study.
 - To foster acceptable attitudes of others towards students with special needs.
 - To ensure, as far as is possible, a smooth transition into Further Education, training or employment.
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- The College abides by the SEND Code of Practice 2015.
 - Children with SEND are identified by Primary Schools and in some cases have extra visits to College to aid a smooth transition.
 - Children on the Register have a 'MyPlan' written by SEND staff to give information and guidance to teachers.
 - All teachers are SEND teachers. With support and guidance from specialists, all teachers are accountable for the progress of their students with SEND.
 - Some students with an EHCP may need extra support or intervention – this is provided through our Student Services Team.
 - Student Services are a large team with a SENDCo, Assistant SENDCo's, Key Workers and Teaching Assistants.



DESTINATIONS 2018

University	Course
Anglia Ruskin	Drama
Arts University Bournemouth	Commercial Photography
Bangor University	Geography
Bath Spa University	Business and Management
	English Literature/Publishing
	Psychology
Bath University	Economics
	International Management and Modern Languages - French
	Mechanical Engineering
BIMM (British & Irish Modern Music Institute)	Professional Musicianship
Birkbeck. University of London	Accounting with Finance
Birmingham University	Modern Languages
	Psychology
	Theology and Religion
Bournemouth University	Accounting and Business
	Adult Nursing
	Film
	Marketing
Brighton University	Biological Sciences
Bristol University	Electrical and Electronic Engineering
	French and Spanish
	Psychology
Bristol, University of the West of England	Aerospace Engineering
	Architecture and Planning
	Building Surveying
	Criminology with Psychology
	Diagnostic Imaging
	Law
	Philosophy
	Politics and International Relations
	Primary Education
	Psychology
	Quantity Surveying and Commercial Management
Robotics	
Cardiff Metropolitan University	Biomedical Sciences (Health Exercise and /Nutrition)
	Sport Conditioning, Rehabilitation and Massage
	Sport Performance Analysis



DESTINATIONS 2018

Cardiff University	Biomedical Sciences
	Chemistry
	Diagnostic Radiotherapy and Imaging
	Economics
	English Language
	English Literature/History
	Financial Mathematics
	French/Spanish
	Journalism, Media and English Literature
	Physiotherapy
	Politics and Economics
	Psychology
	Sociology
Coventry University	Mechanical Engineering
Derby University	Business Management
	Primary Education
Duchy College	Equitation Training and Behaviour
Durham University	Chemistry
Edinburgh University	Geophysics
Essex University	Film Studies
	Theatre Arts
Exeter University	Civil Engineering
	Engineering
	English
	Exercise and Sport Science
	History and Ancient History
	Law
	Mathematics
	Philosophy
	Physics
	Renewable Energy Engineering
Sociology	
Falmouth University	Fine Art
Gloucestershire University	English Literature and Creative Writing
	Film Production
	Sports Journalism
Greenwich University	Professional Dance and Musical Theatre
Hertfordshire University	3D Computer Animation and Modelling
Keele University	Physics
King's College London	Theology, Religion and Culture
London Metropolitan University	Fashion Marketing and Journalism



DESTINATIONS 2018

Loughborough University	Geography
	Mechanical Engineering
Manchester Metropolitan University	Criminology and Sociology
	Events Management
Newcastle University	Applied Plant Science
Nottingham University	English and History
	Modern Languages
Nottingham Trent University	Business
	Product Design
Oxford Brookes University	Music
Plymouth College of Art	Fashion Media and Marketing
Plymouth Marjon University	Journalism (Sport Journalism)
	Sport Coaching
Plymouth University	Accounting and Finance
	Animal Behaviour and Welfare
	Biological Sciences
	Biomedical Sciences
	Dance
	3D Design
	Events Management
	Geography
	History
	International Relations with Politics
	Law
	Marketing
	Marine Biology
	Maths and Finance
	Music
	Optometry
	Paramedic Practitioner
	Police and Criminal Justice Studies
	Psychology
	Psychology with Criminology and Criminal Justice Studies
Psychology with Sociology	
Theatre and Performance	
Portsmouth University	Marketing
	Sport and Exercise Science
Queen's University Belfast	Business Management
Reading University	Geography (Human and Physical)
	History and Economics
	Psychology
Royal Holloway, University of London	Biology



DESTINATIONS 2018

Southampton University	Psychology
South Devon University Centre	Psychology with Sociology
South Wales University	Criminology and Criminal Justice and Sociology
Swansea University	Economics and Finance
UCFB	Football Coaching and Management
	Physical Education
West London University	Psychology with Criminology
York St John University	History
York University	Masters in Social Work
	Mathematics

Key Stage 4 GCSE percentage of students gaining five or more A* to C Grades (including English and Maths).

	Results
2013/2014	71%
2014/2015	69%
2015/2016	74%
2016/2017	75%



INSTRUMENTAL MUSIC LESSONS

July 2018

Dear Parents/Carers

Instrumental Music Lessons

I would like to take this opportunity to inform you about the provision of musical instrument lessons at the College. Lessons are taught by a superb team of peripatetic teachers and there is a wide range of instruments to choose from:

- Piano or keyboard
- Drum kit
- Strings (violin, viola, cello, double bass)
- Woodwind (flute, clarinet, saxophone, oboe, bassoon, recorder)
- Brass (trumpet, cornet, french horn, trombone, tenor horn, euphonium, tuba)
- Guitar – acoustic, electric, bass guitar, ukulele (please specify on contract)
- Singing - pop, classical, musical theatre (please specify on contract)

If you would like your child to learn an instrument which is not listed above please contact the College as it may be possible to arrange lessons. Further details about our music teachers and the instruments they teach are available in the Instrumental Music booklet.

Students receive thirty lessons a year with each lesson lasting 20 minutes. Lessons are organised on a rotation basis to ensure that the same curriculum lesson is not missed more often than necessary. Lessons start from Friday, 28 September 2018. Timetables with information about teaching days, rooms and lesson times are displayed on the Instrumental Music Noticeboard on the music corridor. There will be a meeting for Year 7 students at the beginning of term so that they understand where and when they should attend their lessons.

The lessons are subsidised by the College and the annual cost is £315. The first instalment of £160 must be paid before lessons begin in September 2018 and the remaining £155 by the end of January 2019. You may pay for the whole amount by cheque or you may pay by instalments using ParentPay. Your ParentPay account will become active in July 2018, so please return the form as soon as possible so that a charge of £315 can be added to your ParentPay account giving you further time to spread the payments. No reminders for payment will be issued.

Students who are eligible for free school meals or are in care are able to receive lessons at the discounted price of £60 a year.

We understand that finding the money to pay for lessons may be difficult and we do not want to stop any student from learning an instrument. If it is likely that your son or daughter will not be able to have lessons due to financial constraints we would first urge you to check if your child is eligible for free school meals (contact Devon County Council on 0845 155 1019). If you have confirmed that you are not eligible for free school meals and you feel that you have serious financial circumstances that will affect your ability to pay for lessons, then please contact staff in the Finance Office who will discuss the payment options with you.

Some of our peripatetic staff members offer billing options to parents directly, allowing you to arrange a more flexible package at their discretion. This may allow you to book a tailor-made package (i.e. 6-week boosters or block booking of a term at a time), longer sessions, or even shared lessons to share the cost of lessons. If you decide to opt for this package there is no

need to complete the College form – please contact the teacher directly and they will provide details of billing. Please see our instrumental lessons booklets for further details of staff offering this scheme.

Cont/d ...



INSTRUMENTAL MUSIC LESSONS

- 2 -

Instruments: For the instruments Bassoon, Oboe, French Horn, Trombone, Trumpet, Cornet, Tenor Horn, Euphonium, Tuba, Violin, Viola, Cello or Double Bass we will aim to provide an instrument for the first year of tuition. While we offer lessons in a huge range of instruments, we are particularly keen for students to learn some of the rarer instruments, and so we may be able to loan instruments free of charge to students wishing to learn one of these instruments. Where we are not able to offer a loan instrument, we are able access a special hire arrangement at a very low price from Devon County Council for any of these instruments. Please contact us on musictuition@ivybridge.devon.sch.uk for further information.

For the instruments Flute, Clarinet, Saxophone, Recorder, Guitar, Bass Guitar, Ukulele, Piano, Keyboard and Drums you will need to provide an instrument for your child. Woodwind instruments can be hired from Babcock LDP Music Services, a service run on behalf of Devon County Council. Please use the online form on their website at www.dmeh.org or telephone 01392 287235. Alternatively, woodwind instruments can be rented from Dawkes. They operate a scheme where part of your rental fee (after the third month) can be used towards the purchase of an instrument at a later date. Their website is <http://www.dawkes.co.uk/instrument-rental.php> or you can telephone them on 01628 630 800. Other sources for renting and purchasing instruments include Michael White Musical Instruments – 020 8997 4088, Trevada Music – 01209 714353, and Normans – normans.co.uk. Guitars, Bass Guitars and Drum Kits cannot usually be rented, but these are usually less expensive to purchase than orchestral instruments. Drum kits, pianos, keyboards are provided at the College for tuition so these will not be transported. Likewise, electric guitar and bass guitar students will not need to transport amplifiers to College for their lessons.

There is a cupboard where students can store their instruments during the College day, but it is vital that the instrument is in a case labelled with your child's name. Once your child is a student at the College, you will be able to take advantage of the Assisted Instrument Purchase Scheme. This allows you to buy an instrument for your child through the College, taking advantage of our discounts and without the payment of VAT. Please contact the Finance Office for further details.

If you wish your child to have music lessons, please read and sign the enclosed contract and return it as soon as possible to the Finance Office with payment by cheque, or tick the box to agree to make payment by ParentPay. If paying by cheque please write your child's name and Tutor Group on the reverse of the cheque. **Please note that once lessons have begun, you are obliged to pay for lessons for the whole academic year and we are unable to offer refunds except in exceptional circumstances.** This is because our instrumental teachers are contracted on a yearly basis. If you wish to cancel your contract before lessons begin, please contact the Finance Office by Wednesday, 12 September 2018 and anything you have paid will be refunded in full and any further liability will be removed from your ParentPay Account.

Students who would like to learn more than one instrument will need a separate contract for each. Additional contracts can be downloaded from the College website.

Finally, we look forward to welcoming your child and hope that he/she will become fully involved with the many extra-curricular activities and opportunities available. If you have any questions about music lessons then please do not hesitate to contact the music staff on musictuition@ivybridge.devon.sch.uk, but if your query is about payment, please contact the Finance Office on orders@ivybridge.devon.sch.uk.

Yours faithfully

Simon Whitehorn

musictuition@ivybridge.devon.sch.uk



INSTRUMENTAL MUSIC LESSONS

IVYBRIDGE COMMUNITY COLLEGE

Annual Contract for Instrumental Music Lessons 2018/19

- The contract is for one academic year. There are thirty 20-minute lessons per academic year and your contribution to the cost of lessons is £315 per year payable in advance. Payment may be made as a single payment of £315 if paying by cheque or may be made in instalments by ParentPay. If paying by ParentPay, £160 must be paid by Monday, 10 September 2018. The remainder must be paid by your ParentPay account by 31 January 2019. If you wish to pay in instalments by ParentPay please return this contract as soon as possible so that you have plenty of time to pay. **Lessons start from 28 September 2018 and students will not be allowed to start lessons unless the whole amount or deposit has been paid. We expect students to continue lessons for the whole academic year and we do not offer refunds except under exceptional circumstances.**
- Students who are eligible for free school meals are able to receive tuition for a cost of £60 per year.
- Students who have successfully passed a grade 5 examination in their instruments have the option of receiving thirty 30-minute lessons for £385 per year.
- Should the student know in advance that a lesson will be missed, they should inform their instrumental teacher. If it is necessary for us to cancel a lesson, that lesson will be made up on a future date. However, we are unable to make up lessons missed due to students taking exams, student illness, College trips, exam leave, sporting events etc.
- It is the parent's responsibility to provide an instrument, where applicable. Instruments may be stored during the day in the Music Store but this is entirely at the owner's risk. The instrument case must be labelled with the student's name.
- Lessons are organised to be at different times each week and it is the student's responsibility to check the noticeboard for lesson times.

PLEASE RETURN THIS CONTRACT WITH PAYMENT TO FINANCE OFFICE BY MONDAY, 10 SEPTEMBER 2018

Student Name: _____ School Year (as at Sept 2018): Tutor:

Instrument: _____ Preferred Instrumental Teacher: _____

Parent/Carer: _____ Parent email: _____ Telephone : _____

Please tick this box if you are happy for your email address and phone number to be given to the instrumental teacher to enable direct communication.

I agree to the terms listed above and:

I will make a payment of £160 through ParentPay by Monday, 10 September 2019 and I will pay the remainder of £155 by 31 January 2019,

I enclose a cheque for £315 payable to Ivybridge Community College (write student name on reverse)

student is eligible for free school meals or in care, I will make payment of £30 through ParentPay by Monday, 10 September 2018 and I will pay the remaining £30 by 31 January 2019,

student is eligible for free school meals or in care, I enclose a cheque for £60 payable to Ivybridge Community College (write student name on reverse of cheque),

student has achieved grade 5 in this instrument and would like 30-minute lessons, I will make a payment of £195 through ParentPay by Monday, 10 September 2018 and I will pay the remaining £190 by 31 January 2019,

student has achieved grade 5 in this instrument and would like 30-minute lessons, I enclose a cheque for £370 payable to Ivybridge Community College (write student name on reverse).

Signed: _____ [Parent/Carer] Date: _____

RECEIPT: Please fill in your name and address in the box below if you would like a receipt for payment.

Name and address:

Receipt for £_____ for music tuition fees.

Finance Office Stamp:



MISCELLANEOUS



Examples of Non-compliance with PACE		Examples of College Support
<ul style="list-style-type: none"> Inappropriate conduct – Calling out, disrupting others, not focusing on task set Inappropriate conduct outside of the classroom 	Verbal Warning	<ul style="list-style-type: none"> Monitoring of student Confirmation of expectations
<ul style="list-style-type: none"> Equipment or uniform fault (kit, uniform, books, make-up and chewing gum) Inappropriate conduct after verbal warning Unkind conduct Lack of effort for learning Failure to complete homework 	De – Merit	<ul style="list-style-type: none"> Monitoring of student by Tutor through e-praise Confirmation of expectations Modelling of expectations Teacher discussion with the student Seating plan adjustment
<ul style="list-style-type: none"> Persistent inappropriate conduct Equipment or Uniform faults Repeated unkind behaviour 	Teacher Detention TD (10 minutes)	<ul style="list-style-type: none"> Close teacher monitoring of student Referral to HoD and parent/carer where appropriate Monitoring Logs to teacher or HoD Homework Club referral
<ul style="list-style-type: none"> 3 De-Merit Points within a half term Persistent disruption to the learning of others Failure to attend Teacher Detention Persistent failure to complete homework Late to College including Assembly Use of mobile telephone during a lesson Repeated unkind behaviour 	Department (DD) Pastoral (PD) Detention Lunchtime (30 minutes)	<ul style="list-style-type: none"> Meeting with HoD/HoY to discuss expectations and issues Liaison with Director of SEND if student has a My Plan Liaison with Student Service Team Telephone/letter to parent/carer if appropriate Referral to appropriate Support/Mentoring Programme Alternative temporary provision e.g. working with another teacher in a different grouping (1-2 weeks)
<ul style="list-style-type: none"> 6 De-Merit Points within a half term Failure to attend PD/DD (ACD+PD/DD) for the second consecutive occasion Inappropriate language, for example; swearing, racial/homophobic/sexual, in the presence of a member of staff Abusive behaviour towards another student or Persistent unkindness to others Health and Safety concerns Accumulation of DD and PDs Misuse of Phones/Social Media in College (ACD) Persistent failure to meet College Expectations Truancy from a lesson (2x ACD) Vandalism to College property 	Lunchtime College Detention (LCD) (60 minutes) Escalated to OR After College Detention (ACD) (60 minutes)	<ul style="list-style-type: none"> CFC and logging completed Telephone call and letter home to parent/carer explaining the situation Monitoring or Attendance Log issued Parents may be invited in to discuss concerns Discussion with Student Services Referral to appropriate Support/Mentoring Programme Restorative programme referral Behaviour support plan considered Self-esteem/social skills workshops offered Behaviour management program Community Service within the College
<ul style="list-style-type: none"> Smoking Possession of tobacco/vaping or associated paraphernalia Off-site at lunch and/or break 	Extended Lunchtime College Detention (ELCD) (60 mins x 5 days)	<ul style="list-style-type: none"> Early Help referral considered – Right for Children Restorative programme referral Parental meeting
<ul style="list-style-type: none"> Persistent offences – see above Refusal to follow staff instructions Unsafe behaviour affecting others 	Extended After College (EACD) (120 minutes)	<ul style="list-style-type: none"> In College coaching programme or Peer mentoring referral
<ul style="list-style-type: none"> Accumulation of three separate offence ACDs Failure to attend an LCD or ACD. Failed LCD ACD Abusive language towards a member of staff Physical aggression towards another student Repeated refusal to meet College expectations Whole day truancy Repeated verbal/physical conduct towards another pupil Failure to comply with the electronic device policy 	Internal Isolation	<ul style="list-style-type: none"> CFC and logging completed Meeting between parents, student and Head of Year Meeting between student and Assistant and/or Deputy Principal to discuss expectations Discussion at High Risk Student Meeting Monitoring or Attendance Log Student Service support and consideration of Early Help referral Referral to appropriate Support/Mentoring Programme In College coaching programme or Peer mentoring referral
<ul style="list-style-type: none"> In possession of drugs/offensive weapon on College site Extreme examples of bad behaviour/language Fighting causing injury Theft or vandalism 	Fixed-Term Exclusion Permanent Exclusion	<ul style="list-style-type: none"> Pastoral Support Programme with individual targets which are regularly reviewed Reintegration Meeting Referral to outside agencies, where appropriate Managed move to another school Referral to appropriate Support/Mentoring Programme Restorative programme offered and mediation between staff and or student



MISCELLANEOUS



MISCELLANEOUS

HEALTH AND SAFETY

The College is committed to promoting an environment where all students are taught in an atmosphere of security and wellbeing. Consequently, the College operates a 'No Smoking' policy throughout the whole site that is applicable to staff, students, parents and all visitors. Therefore any student who puts the health of others at risk by bringing onto the site cigarettes, matches or any illegal or dangerous substances, will not be accepted in the College and this may lead to permanent exclusion.

The College actively supports and promotes a positive learning and teaching environment and therefore recognises achievement and effort at all levels. These are further outlined on our College website or details can be requested from the College.

LOST PROPERTY

It is vital that students' names are put in all College uniform. Please write students' forenames as we have many students with the same surname. All students' belongings will be returned via the Key Stage Offices and their Tutor **if** they are clearly labelled.

All items which are not labelled are stored for one month, after which they are sent to local charity shops.

VISITORS TO THE COLLEGE AND SECURITY

All visitors to the College are requested to report to the Millennium Reception. At the Reception, you must explain the reason for being at the College, sign in using the computerised registration system and receive a security badge. You will also be required to display a Visitor's Parking Permit in your vehicle if you have parked on the College premises. Please do not feel offended if you are politely challenged by anyone in the College who does not recognise you and if you are not wearing a badge.

DISCLAIMER

Thank you for reading the prospectus. Information that changes yearly or termly will be identified on our website. Whilst every effort is made to ensure accuracy, please appreciate that details may change during the course of your child's education, because of government legislation or an agreed change of policy.