



The Henry Cort Community College

PARENT INFORMATION BOOKLET



Parent Information Booklet

This booklet will also be available to view on our website

















www.henry-cort.hants.sch.uk/JoiningHenryCort

UPDATED: March 2023

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE



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KEY CONTACTS



Ms C Cubbage
Principal



Mrs K Kent
Vice Principal



Mrs L Turvey
Assistant Principal
Quality Assurance



Mr N Carroll
Assistant Principal
Behaviour & Safeguarding



Ms L Ferrier
Assistant Principal
Teaching & Learning



Mr B Parker
SENDCO

HOUSE PROGRESS LEADERS



DARING
Mrs S Warner



INVINCIBLE
Ms J Nutt



TRIUMPH
Miss T Luff



VICTORIOUS
Mr B Chilcott



OTHER KEY CONTACTS



Mrs S Warner
Year 6 Transition
Coordinator

Support during your
first term



Stella Pratt
Student Wellbeing
Manager

Wellbeing support
for students and
support for parents
and families



Mr M Lane
ASPIRE Academy
Manager

Designated
teacher for looked
after children



Mrs C Plumridge
Behaviour
Manager

Student support,
behaviour and
inclusion



Mr J Lee
Support and
Progress Liaison
Officer

Progress and
attendance
support



Mrs S Connochie
Transitions
Manager

Student careers,
interventions and
Pupil Premium
support



Our vision is to make The Henry Cort Community College an outstanding school at the heart of the community. We aspire to do this through **a**chievement and **s**upport, whilst building **p**erseverance, **i**ndividuality and **r**espect in our pursuit of **e**xcellence.

#ASPIRE

Through our commitment to learning for life, students develop into assured, capable, enterprising young people with the knowledge and skills to achieve their goals and play an active role in modern society.

We create ambition and aspire to be excellent in everything we do, enabling each and every person to achieve their highest possible outcomes, regardless of starting points.

We recognise that students learn best when they are happy. To this end, we provide a supportive, individual approach for each student through a broad and balanced curriculum not found elsewhere.

"The curriculum is very well designed to prepare them academically, socially and personally for the opportunities, challenges and responsibilities of further or higher education, employment and adult life"
Ofsted 2018

"Mixed tutors work really well as it gives older children a chance to be role model."
Year 7 Parent



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The Henry Cort Community College

UNIFORM

Students are ambassadors of the college and are expected to dress and behave in a way that reflects the standards we seek to achieve. If students cycle to/from college they **must wear a cycle helmet**. Scooters are not allowed on site. The college will **NOT** accept incorrect uniform.



- ♦ College tie in House colour and length touching the waistband
- ♦ College blazer with logo
- ♦ College V neck jumper with logo - optional (*Hoodies or cardigans are **NOT** acceptable at any time and will be confiscated*)



- ♦ Black tailored slim or straight legged **full length** trousers which touch the heel (*Skinny / super skinny / leggings / jersey or denim / cropped trousers and jeans are **NOT** acceptable*)
- ♦ Black, dark grey or white socks
- ♦ Plain outdoor coats can be worn to and from college over blazer (*denim and hoodies are **NOT** acceptable*). All coats must be removed inside college buildings.
- ♦ Black skirts must be knee length, if it does not reach the floor when kneeling it is too short. (*Jersey and lycra material are **NOT** acceptable*).



- ♦ Black tailored knee-length shorts in extreme weather conditions **ONLY** when normal uniform is relaxed
- ♦ Flat black shoes with separate heel and sole that can be polished* (*Trainers are **NOT** permitted. Suede/canvas/sports branded shoes i.e. Nike, Adidas, Converse or Vans are also **NOT** acceptable*)
- ♦ School bag for books and equipment

*We are encouraging the following types of shoes, whilst patent is not ideal as they do not take polish we will accept them in certain circumstances:



PE/ DANCE KIT

- ♦ College PE shirt with logo
- ♦ Navy blue PE shorts
- ♦ Navy blue PE leggings or training trousers with Henry Cort logo. *Optional and can be worn as an alternative to shorts, **NO** alternative is acceptable.*
- ♦ Sky blue football, white or black sport socks
- ♦ Durable trainers with suitable support. **NO** plimsolls or canvas fashion shoes.
- ♦ During winter months, students may bring in extra layers to keep warm – this will be permitted in addition to college PE/dance kit and should not replace it.



Henry Cort Community College Pre – Loved School Uniform

We are very proud to offer a pre-loved uniform service at Henry Cort, and during the summer holidays we are hold a few times that uniform will be on sale. We have lots of uniform items in various sizes, so please come along and have a look.

Please email Stella our Wellbeing Manager on emp@henrycort.org to discuss.

- ♦ 1 small plain stud per ear (in the lobe)
- ♦ Watch
- ♦ Identity/medical tag
- ♦ Discreet make up – students will be asked to remove overly obvious makeup
- ♦ Natural hair colour only

ACCEPTABLE

- ♦ Nose studs/retainers
- ♦ Any other facial or tongue piercings or additional ear/lobe piercings
- ♦ Noticeable make up excessive fake tan or false eyelashes
- ♦ Nail varnish , acrylic nails or long nails
- ♦ Unnatural hair colours, streaks or obvious dying
- ♦ Extreme styles, grade 1 or shaved patterned hair
- ♦ Jewellery including bracelets, additional earrings and rings

UNACCEPTABLE



The Henry Cort Community College

Ready to



Students should arrive equipped and ready to learn (RTL):



Our commitment to all students:

- ◆ If another student slows down or disrupts your learning we will not tolerate such behaviour.
- ◆ We are striving to ensure that you never have your lessons disrupted, enabling your teachers to teach outstanding lessons and for you to be able to work hard towards success.

You deserve disruption-free learning every minute of every lesson.

Step 1

- Teachers will make their expectations absolutely clear including subject specific relating to Health and Safety.
- Arrive promptly and be Ready to Learn.

Step 2

- If you are not Ready to Learn, or disrupt others, you will be given a clear warning and your name will be put on the board by your teacher.
- If you fail to meet the behaviour expectations for a second time, you will be instructed to leave.

Step 3

- Once in Student Support you will be signed into the Ready to Learn room, where you will remain for a period of lessons.
- Your parents will be contacted.

Step 4

- If you refuse to leave your lesson or attend the Ready to Learn Room, this will result in a further sanction.
- During your time in the Ready to Learn room, the teacher who dismissed you will complete a restorative conversation with you.



The Henry Cort Community College

COLLEGE EXPECTATIONS



Arrive to college and lessons on time and properly dressed (*be punctual to tutor time and all lessons*)



Have the right equipment for the lesson (*have your own full Ready to Learn kit everyday*)



Follow the seating plan set for your class, all instructions and the one way system (*understand that these are for your benefit*)



Use respectful and appropriate language (*no swearing, no derogatory language, no offensive comments or actions e.g. racist, sexist, homophobic, or discriminatory language and/or gestures*)



Treat everyone with respect (*do not cause harm or hurt whether in person or online*)



Listen attentively (*do not speak while your teacher or peers are talking*)



Respect other students' right to learn (*do not disrupt or distract either in class or online*)



Take an active part in every lesson (*do your very best to complete the task set*)

These are displayed in all classrooms around the college!

Behaviour expectations apply whilst students are travelling to and from college and when they can be identified as a Henry Cort student.

In accordance with the Department of Education guidance, **mobile phones are banned from being used** by students on the college site. **Ear buds, earphones, i-watches, fitbits and similar electronic devices** are also **NOT** permitted. If they are used at any time they will be confiscated and we may ask parents to collect them. All students can have access to a telephone in an emergency via student reception after college hours. Any messages for a student will always be passed on by reception at the earliest possible opportunity. See confiscated phone procedure below:



FIRST OFFENCE

- Phone can be collected from student reception at the end of the college day.

SECOND OFFENCE

- Phone can be collected from student reception at the end of the college day and a college detention will be set.

THIRD OFFENCE

- Phone can be collected from the next college day onwards by a parent/carer.
- A day will be spent in the Ready to Learn room.

Under no circumstances should students bring the following items onto the college site:

- ♦ **No items that distract learning** - ie fidget spinners
- ♦ **Knives or weapons**; or anything that could potentially be used as a weapon or a risk to the health and safety of students
- ♦ **Illegal drugs and paraphernalia** - all medicines should be stored in the first aid room
- ♦ **Aerosols** – roll on deodorant is permissible
- ♦ **Alcohol**
- ♦ **Vapes, tobacco, cigarette papers, filters, lighters, matches, e-cigarettes or any other smoking paraphernalia**
- ♦ **Fizzy / energy drinks** (water bottles are permitted in lessons)
- ♦ **Materials which are unsuitable for Under 18's** e.g. pornography, explicit or misogynistic content.



The Henry Cort Community College

PUPIL PREMIUM / FREE SCHOOL MEALS

We are keen to encourage all eligible families to take up their entitlement to free school meals. Even if you do not wish to access the actual free school meal, this will still qualify the college for additional pupil premium funding. This means that more money comes to the college to provide extra support, interventions or financial help with educational activities or booster classes.

We are committed as a college to ensuring that all students achieve their full potential so it is important that all students who qualify for pupil premium funding take up this entitlement. Our college meals are cashless so there is no identification to other students of who is accessing this provision. For more information about Pupil Premium please contact Mrs Connochie, sac@henrycort.org.



Hampshire County Council have an online service so parents can check their eligibility for free school meals themselves. This self service option is available at www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary or scan the QR code. Please note the criteria for free school meals remains the same. If your result comes back 'found', this means your child is eligible for free school meals. If you think you may be eligible for free school meals you can apply online, you will be required to provide evidence of your eligibility on application. If you require support with your application, please contact Mrs Connochie.

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ONLINE PAYMENT SYSTEM



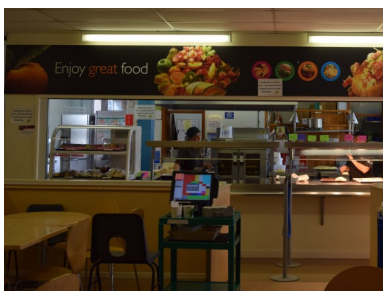
We have a simple and convenient system to enable parents to pay for trips, materials and school dinners online. Parents can view their payment history and canteen purchases online. This can be accessed via the college website: <https://www.henry-cort.hants.sch.uk/canteen>



In order to sign up you will receive letter in your pack, detailing your user name and child's unique password (these can be changed when you first log-in to the system). If you have any queries at all, or need a new copy of your child's letter and password please contact reception.

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CANTEEN



At the time of writing, we operate a cashless catering system using biometrics. The food at The Henry Cort Community College is produced by professional caterers, HC3S, whose passion is to provide healthy, freshly prepared food using locally sourced, seasonal ingredients. They work hard to ensure that our food is always good value for money, the price of our main meals is currently £2.80. To find out more about them, menus and see the current tariff please visit their website: www.hants.gov.uk/educationandlearning/hc3s/secondaryschools/menu.



Freshly prepared



There will be 5 lessons each day and there is a two week timetable: Week A and Week B. On Wednesday period 1 will be for SMSC (Social, Moral, Spiritual and Cultural), Citizenship and Enrichment known as Personal Development Learning (PDL) and part of the statutory requirement for Relationship, Health & Sex Education (RHSE).

Throughout the year, students will get the chance to take part in a variety of inter-house sports competitions, go on fieldtrips, participate in various house activities, complete extended projects in Design Technology, Creative Arts and Science.

COLLEGE TIMETABLE

8:20	The bell will ring for students to move to tutor time and gates will be locked Uniform line up check (Mondays)
8:25	Tutor time / Assembly
8:45	Period 1
9:45	Period 2
10:45	Early break
11:05	Period 3
12:05	Period 4
13:05	Late break
13:35	Period 5
14:35	End of college day
14:35-15:35	Extended day activities (optional for all years)

Students must ensure they fill water bottles up / use toilets during break and lunch times. They will generally not be allowed out of lessons to do so.

MUSIC TUITION

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We also offer individual lessons on instruments. These are most of the different instruments of the orchestra along with singing, piano, guitar and drums. If you have played an instrument before, you will be able to continue at The Henry Cort Community College and we also welcome beginners who would like to try their hand at learning an instrument. There is a charge for these lessons, currently £100 a term and is under review.

If your child is interested in having music lessons, please indicate on the admission form. We will be able to confirm whether there is a space available for your child during the first week of term along with fees.

We have many different instrumental and vocal groups which meet at least once a week to practice together. There are opportunities throughout the year which give these groups and solo performers a chance to perform the pieces they have rehearsed.

Students will generally bring in their own instrument for their lesson. This should be stored in the practice room when they arrive in the morning. There is no need to carry it around all day. The college cannot, however, accept responsibility for the safety of their instruments and strongly suggest that these are insured.





***These subjects are on rotation.**

- For PDL see page 9.
- Creative and Technical Arts rotate every 6 weeks for Year 7 and 8: Design & Technology; Food Technology and Textiles.

	MonA	TueA	WedA	ThuA	FriA
Tut	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu
1	RE H12 Miss E D Thomas 7x/ Re1	Drama DR01 Mrs J Durham 7x/Dr1	PDL * H12 Miss E D Thomas PDLDM3/PI	English C16 Mrs R J Wheelwright 7x/En1	Dance DN11 Mrs S Warner 7XG1/ Da
2	English C13 Mrs R J Wheelwright 7x/En1	Physics S03 Miss E Sidaway 7x/ Ph2	PDL * H12 Miss E D Thomas PDLDM3/PI	Music MU01 Mr B Chilcott 7x/ Mu1	Geography H17 Mrs P Moore 7x/Ge1
3	Maths M04 Mr C Tanase 7x/Ma2	English C12 Mr A Payne 7x/En1	Maths M04 Mr C Tanase 7x/Ma2	Maths M04 Mr C Tanase 7x/Ma2	Drama DR01 Mr G I Challen 7x/ Dr1
4	French C214 Miss M Lane 7x/Fr1	Computing M07i Mr C S Paul 7x/Cm2	Chemistry S07 Miss E Sidaway 7x/ Ch2	Biology S02 Miss H L Brackley 7x/ Bl2	Chemistry S07 Miss E Sidaway 7x/ Ch2
5	Computing M07i Mr C S Paul 7x/Cm2	Food * T04 Mrs H Marshall 7x/ Ft1	PE PE#1 Miss T Luff 7XG1/Pe	Food * T04 Mrs H Marshall 7x/ Ft1	Geography H17 Mrs P Moore 7x/Ge1
6#					

	MonB	TueB	WedB	ThuB	FriB
Tut	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu	Tutor Time H11i Mr M Barnes-Forster HGD07/Tu
1	Food * T04 Mrs H Marshall 7x/ Ft1	English C12 Mrs R J Wheelwright 7x/En1	RE H12 Miss E D Thomas 7x/ Re1	French C14 Miss M Lane 7x/Fr1	Geography H17 Mrs P Moore 7x/Ge1
2	Food * T04 Mrs H Marshall 7x/ Ft1	Physics S03 Miss E Sidaway 7x/ Ph2	Biology S02 Miss H L Brackley 7x/ Bl2	English C14 Mr A Payne 7x/En1	Art T07 Miss S-J Greenstreet 7x/Ar1
3	French C14 Miss M Lane 7x/Fr1	Maths M04 Mr C Tanase 7x/Ma2	Art T07 Mrs M J Whittingham 7x/Ar1	Maths M04 Mr C Tanase 7x/Ma2	Maths H11i Miss N Gunter 7x/ Ma2
4	Maths M04 Mr C Tanase 7x/Ma2	French C14 Miss M Lane 7x/Fr1	History H14 Mr D Merrett 7x/Hi1	PE PE#1 Miss T Luff 7XG1/Pe	PE PE#1 Miss T Luff 7XG1/Pe
5	English C13 Mrs R J Wheelwright 7x/En1	History H14 Mr C Tanase 7x/Hi1	Music MU01 Mr B Chilcott 7x/ Mu1	History H14 Mr C Tanase 7x/Hi1	English C13 Mr A Payne 7x/En1
6#					



At Henry Cort SMSC, Citizenship and Personal Development Learning (PDL) are delivered by specialist teams as part of a rolling fortnightly programme. Staff are grouped into teams who become specialists in one of the six areas below and deliver age appropriate lessons for each year group throughout the academic year.

These strands cover requirements of the SMSC; PDL and Citizenship guidelines and are mapped on the PDL guidelines and incorporate the following areas:

Relationships and Sex Education (RSE)	Relationship and sex education (including choices, contraception, conception and STIs); relationship with self and others; healthy friendships and relationships; healthy relationships (boyfriend and girlfriend), domestic violence; parenting; marriage / living together.
Enterprise and Finance	Fair trade and ethical shopping; running a business; spending and saving; consumer rights and responsibilities; debt, insurance, risk taking and personal life choices.
Respect	Cyber safety; stranger danger; bullying; drugs; alcohol stereotypes and diversity; discrimination; human rights and celebrating human rights; role the media plays in how we view ourselves and others; control and freedom of the press; sexting.
Careers and personal development	Managing transitions; stereotypes and diversity; careers, leaving home, work experience, future options; preparing for adult life; health and safety awareness; learning to prioritise, employment experiences.
Democracy and British Values	Elections and political issues; the role of local councils; political parties and their manifestos; Britain's place in the world; the European Community; crime and punishment; the police and the law; diversity in the UK; anti-social behaviour; human rights and celebrating human rights.
Health and wellbeing	Developing a healthy balanced approach to life, studies and college. Building Resilience and dealing with stressful situations and adversity. Physical health, mental health, and growth mind-set. <ul style="list-style-type: none"> ◆ Mindfulness and emotional and social well being ◆ Revision, exam preparation and goal setting ◆ Critical thinking, reasoning, problem solving and teamwork



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The Library Resource Centre gives all students access to a wide and varied selection of books, from the latest popular fiction, books for reluctant readers to exciting reference books, which are selected to support the curriculum as well as students personal interests.

We have 10 computers which can be accessed during breaks and after school to complete homework, learning tasks and research. Students can print college work in from these computers.

Reading Cloud, is the college library's online catalogue. Students have their own individual account and can access the Reading Cloud at any time on any device, computer, laptop, tablet or mobile device. Students can search for any books in the library, view the latest and most popular books, find out what to read next. Students log into their accounts to renew, reserve books online, use our 'click & collect' service, suggest books to purchase, booklists and keep up to date with library news.

Writing a short book review and giving a star rating is a great function for students to share their reading experiences and gain house points. House points are awarded for every library book read, approved book reviews and completing reading challenges. Students can access the Reading Cloud at <https://www.readingcloud.net/> and log in using their college google account and date of birth.



Sora

Open a world of reading.

Download the SORA reading app to access eBooks, eAudiobooks, eMagazines and eGraphic Novels/Comics free of charge. Log in for the first time by searching for Hampshire School Library Service and the branch Henry Cort Community College. Students log in using their school google account and password.

We strongly encourage you to read with your child at home.

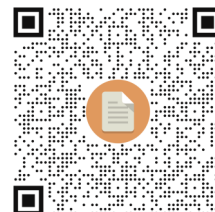
**“THE MORE THAT
YOU READ, THE MORE
THINGS YOU WILL KNOW.
THE MORE THAT YOU
LEARN, THE MORE PLACES
YOU'LL GO.”**

Dr. Seuss



Hampshire County Council Passenger Transport Group is responsible for providing transport assistance to college for entitled students which includes most Whiteley addresses (**Buses 507-509**).

Parents can apply for transport through the online **Transport Portal** and should not be completing paper forms. Please visit Passenger Transport Group's website which will provide you with information on eligibility and the link to the application portal:



<https://www.hants.gov.uk/educationandlearning/schooltransport/apply>.

We are very pleased that so many of our students are staying for our range of after college activities and we have a late bus which will run daily at 4:05pm. Set down points as follows and is dependent on the students on board:

- ◆ Titchfield Hill Primary School
- ◆ Segensworth / Westway
- ◆ Duncan Road / Botley Road
- ◆ Parkway / Leafy Lane
- ◆ Retail Village Roundabout
- ◆ Rookery Avenue
- ◆ Yew Tree Drive
- ◆ Sweethills Crescent



In addition to Passenger Transport, we currently provide a minibus service in the areas listed. However, we cannot guarantee this will remain in place for the full duration of your child's time at Henry Cort.

If you are interested in using this service please complete the College Bus Application Form via the QR code or **our website**: www.henry-cort.hants.sch.uk/parents/forms/busapplication.



Unfortunately this services is currently oversubscribed, please contact us if you would like your child to go on our waiting list.

College Minibus	
Wild Ridings/Lynden Close	<div>Fees for 2022/23</div> <div>£200 per term or £570 annually</div>
Common Lane / Occupation Lane	
Common Lane / St Margarets Lane	
Coach Hill/ St Margarets Lane	
Coach Hill / Frog Lane	
South Street bus stops	
Bishopsfield Road (Top)	
Bishopfield Road (Bottom)	
Redlands Lane	
Longmynd Drive/Purbeck Drive	
Fareham Fire Station	
Henry Cort	

REVIEWED ANNUALLY

TRAVEL TO COLLEGE

If you have any questions about travel to college, please do not hesitate to contact the admin team.

Further information can also be found on our website:

<https://www.henry-cort.hants.sch.uk/travel>



Home-College Communications

Most communications is through ClassCharts however, formal letters are sent home via our email In-Touch system. Many of our parents use In-Touch successfully, however we have been made aware that some email communications from our InTouch system are not being received or being delivered to spam/junk folders. To ensure you receive communications please add our InTouch email address 4307@sims-communications.co.uk as an approved sender in your address book. If you do not have access to emails we will send a paper copy.

Copies of communications can be found on our website:
www.henry-cort.hants.sch.uk/parent/communications.

If you need to contact the college, we encourage you to contact your child's tutor in the first instance this can be done by using the [Tutor Contact Form](#) on our website. Select your child's tutor group and type your message or telephone 01329 843127. Alternatively if it is a general enquiry you can email enquiries@henrycort.org.



If you change your email or contact numbers please ensure you notify us using the [Change of address / contact details form](#) on our website.



When will we know which House / Tutor my child will be in?

You will be notified which House your child will be in before their transition day and details of your child's tutor group will be emailed along with start of term arrangements towards the end of the summer term / during the summer holidays once we have finished timetabling.



Will I have access to my child's timetable / homework set?

Your child will be given their timetable on the first day of term and this will also be on ClassCharts. If you require an additional copy, just ask your child's tutor who will be happy to facilitate. You and your child will be given a log in to ClassCharts. This will enable you to see what homework has been set, when it is due and also you will have access to their Attendance, behaviour information and you can report your child absence.



How does my child pay for their lunch?

We have a cashless canteen system using biometrics. This system means it is easy to speed through the queues so students do not need to worry about carrying loose change. We also have a simple and convenient system to enable parents to pay for trips, clubs and school dinners online. You can view payment history and canteen purchases online, this can be accessed via the canteen page on the college website.



In order to sign up you will receive a letter detailing your user name and child's unique password (these can be changed when you first log-in to the system) during the first week. If you have any queries at all, or need a new copy of your child's letter and password please contact reception.



Will my child have access to computers?

All students will be given a password to use the computer network when they have signed a code of acceptable usage. The password also gives them access to the internet and an email address. In addition, they will be given passwords for online learning platforms like ClassCharts, MathsWatch etc. There are eleven computer suites and computers are available in the Learning Resource Centre before college, break, lunch and after college. In addition, we strongly encourage that students do not have unsupervised access to ICT at home.



Are there lockers available?

We have 72 lockers available to hire. This cost for this will be £9.00 per year and a refundable key deposit of £5.00 will be required. They will be given a token to take to the site team to obtain their locker key. *Please be aware that if your child should lose the key there will be a £5.00 charge for a replacement and failure to pay for the locker may result in the locker being withdrawn from your child.* If your child is interested in hiring one of our lockers please contact finance@henrycort.org.



? What equipment does my child need to be 'Ready to Learn'?

Students will need a bag to carry books, sports kit, water bottle, planner, ready to learn kit and other things when necessary. Ready to learn equipment comprises of:

- Clear pencil case
- Red and green highlighter
- Black pen x2
- Purple pen x2
- Pencil x2
- Protractor
- Pencil sharpener
- Eraser
- 30cm ruler
- Compass
- Casio scientific calculator



These can be purchased online via ScoPay, full ready to learn pencil case £4.50, casio calculator £8.00. Your child will be given a student planner and their timetable on the first day.

? Can my child ride their bike or scooter to college?

Your child can ride their bike to college and will need a Cycle Permit issued by their House Progress Leader. You can indicate on the admission form that you wish to apply for a cycle pass for your child.

- It is a good idea for your child to have passed their cycle proficiency / bikeability test or equivalent and their bike must be in good roadworthy condition.
- Make sure that they have a good quality lock and chain.
- **Cycle helmets must be worn when riding to and from college.** Students are expected to walk their bikes on and off the college site, they must not be ridden in the college grounds.

Please note the college does not accept responsibility for the safety of bikes so do not leave anything on it that can be removed, whilst it is kept in the cycle pod. **Students without a helmet or pass will not be allowed to bring their bike on site. Scooters are not allowed at anytime.**

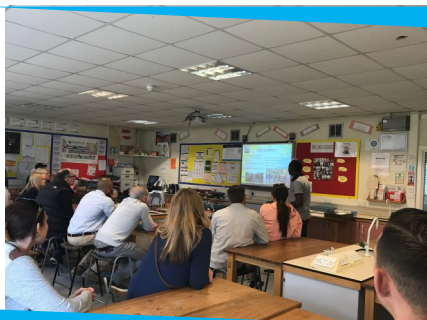
? What happens if my child is ill at college?

We have full-time first aid cover, the team are available to deal with minor ailments and accidents which occur in college as well as to receive and administer any prescribed medicines which have to be taken during college hours.

These medicines may only be administered if they are accompanied by full written instructions which include student's name, type of medication, dosage and frequency. Where possible medicines should be given at home, before and/or after college. **Any student needing to take a prescribed medicine must bring it to the college office at the beginning of the day**, return to the office at the appropriate break-time to take the required dose and collect the medicine at the end of the day.

A record of the administration of prescribed medicines will be kept. Students are encouraged to be responsible for their own inhalers and keep them with them, although a labelled spare should be retained in the First Aid Room. **Students must not carry medication on them, this includes paracetamol and ibuprofen.**

For further information, please visit our [Attendance and Wellbeing](#) page on our website.





The Henry Cort Community College

WHAT DOES YOUR CHILD'S ATTENDANCE MEAN?

College / Local Authority Plan		
Category	Impact on your child's progress at college...	
100% OUTSTANDING	<ul style="list-style-type: none"> ◆ No lessons missed! ◆ No time off for appointments or illness. 	<ul style="list-style-type: none"> ◆ Principal Referral. ◆ Tutor or House reward. ◆ Reward in Praise Assemblies. ◆ Positive comment on reports home. ◆ Postcard home.
>98% GOOD	<ul style="list-style-type: none"> ◆ Very few lessons missed! ◆ Only 3 days absence in a year. 	<p>Best chance of success – every opportunity available to make progress.</p> <p>Very good chance of meeting at least expected grades.</p>
>96%	◆ Expected attendance is above 96%.	
<96% REQUIRES IMPROVEMENT	<ul style="list-style-type: none"> ◆ 10 days (two weeks absence in a year). ◆ 50 hours of lessons missed. 	<p>Less chance of success: 50 hours of teaching to catch up on.</p> <ul style="list-style-type: none"> ◆ Referral to local authority attendance team. ◆ Medical evidence required for absences. ◆ School Fixed Penalty Notice warning letter for irregular attendance. ◆ Tutor or House Progress Leader (HPL) interview with student and/or parents for support. ◆ Close monitoring of attendance on a weekly basis. ◆ Unexplained absence from college may trigger safeguarding procedures
<90% SERIOUS CONCERN Persistent Absentee Status	<ul style="list-style-type: none"> ◆ 20 days (four weeks absence in a year). ◆ 100 hours of lessons missed. 	<p>Less than 50% chance of achieving expected grades.</p> <ul style="list-style-type: none"> ◆ College reports student as a Persistent Absentee to governors, Local Authority (LA) and Department for Education. ◆ Medical evidence required for any absence to be authorised. ◆ Agree Improving Attendance Plan with student/parents. ◆ Local Authority Fixed Penalty Notice warning letter requested. ◆ Referral to Early Help agencies as appropriate. ◆ Home visits from college staff. ◆ Absence will be treated as a possible neglect/safeguarding concern and possibly raised with LA.
<85% SUSTAINED SERIOUS CONCERN Persistent Absentee Status	<ul style="list-style-type: none"> ◆ 40 days absence in a year: eight weeks off. ◆ 200+ hours of lessons missed. 	<p>Less than 30% chance of achieving expected grades.</p> <ul style="list-style-type: none"> ◆ Direct action from LA School Attendance Team and specialist support agencies. ◆ School Attendance Panel set up to support the family or multi agency involvement. ◆ Fixed Penalty issued. ◆ Risk of prosecution by the LA. ◆ Regular formal meetings in college or at home to review Attendance Plan. ◆ Reintegration steps as appropriate. ◆ Absence will be treated as a possible neglect/safeguarding concern and possibly raised with LA.

If any student misses a public or pre-notified exam, parents will be charged for the cost of the entry for non attendance unless medical evidence is submitted to support the absence.

The Henry Cort Community College



ASPIRE

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