

# **GROBY COMMUNITY COLLEGE**

*Achieving Excellence Together*



# **STUDENT ADMISSION PACK**

**Please return the completed sections of this  
booklet to the College**

Ratby Road, Groby, Leicester LE6 0GE  
Telephone: 0116 287 9921 Fax: 0116 287 0189  
Website: [www.grobycoll.leics.sch.uk](http://www.grobycoll.leics.sch.uk)  
Email: [admin@grobycoll.leics.sch.uk](mailto:admin@grobycoll.leics.sch.uk)  
or [reception@grobycoll.leics.sch.uk](mailto:reception@grobycoll.leics.sch.uk)



## WELCOME TO GROBY COMMUNITY COLLEGE

Dear Parents/Carers

Welcome to Groby Community College, whether it is for our induction for all Year 10 students at the commencement,, or part way through the academic year.

I like to think that the induction process is not about coming to a new school but about the next stage in your child's education. We work in close partnership with Brookvale and South Charnwood high schools to ensure that this change is as seamless as possible. It is our aim to have the same close relationship with you as parents and carers that you have had with all of the previous schools that your child has attended. If you are coming from out of catchment then I welcome you also to our family of schools.

This next phase in your child's education is however, more vital than ever. The qualifications that your child will achieve whilst at the college will help secure their future. The partnership that we forge with you over the coming years has never been more important and I hope that we can work together to achieve our shared aspirations for your child.

In this pack you will find a number of documents outlining and detailing our joint commitment to the students of Groby Community College. The most vital of these is the Home School Agreement. I ask you to read this carefully and discuss it with your child so that our shared expectations for their behaviour, attendance and achievement whilst studying at the college are clear and understood.

If you have any concerns about the progress that your child is making then please do not hesitate to contact the college. The Tutor is the main point of contact in the first instance although Subject Teachers and our House Leaders may also be able to answer your queries.

I would like to take this opportunity to thank you in advance for your hard work and support in the coming years.

All good wishes

**Robert Coles**  
**Principal**



## PACK CONTENTS

As your child is joining us at Groby Community College, this pack will provide you with useful information about our school admission procedures. Please read carefully through all the sections, then **complete the authorisation & student admission forms** at the rear.

- Home /College Agreement
- Uniform Guidelines
- Equipment requirements
- Attendance Guide
- Printing Charges for Students
- Charges for Exam Entries
- Sex Education & Relationships
- ICT Acceptable Use Agreement
- Valuables
- Involvement in off-site activities
- Photo Permission
- Fair Processing Notice – Data Protection Act & Connexions
- Personal Accident Insurance
- Data Protection

### Forms to be completed:

**Authorisation Form**

**Student Admission Form**

If you have any queries about this pack or admission arrangements, please contact:

Debbie Lee, Admissions Co-ordinator –

[debbielee@grobycoll.leics.sch.uk](mailto:debbielee@grobycoll.leics.sch.uk)

Tel: 0116 287 9921 (Direct Line 0116 281 7001).



## HOME SCHOOL AGREEMENT

### As a parent/carer I agree to:

- Ensure my son/daughter achieves an excellent attendance record (95% or above)
- Advise the college of justified absence promptly.
- Ensure that my son/daughter is punctual to college on a daily basis. If travelling from outside the catchment area, ensure that they get a bus that will get them to college in plenty of time
- Send my son/daughter in full college uniform
- Support my child with study materials and equipment for learning – see separate section for details
- Talk to my son/daughter about the importance of respect for others and for the environment at college and in the community
- Support the college when dealing with unacceptable, anti-social or disruptive behaviour
- Show my son/daughter that I will work constructively with the college and value a diversity of views
- Support my son/daughter's learning at home and at college
- Encourage and help in completing work done at home
- Check and sign the Student Organiser each week
- Celebrate hard work, effort and achievement
- Support College efforts to make learning an enjoyable and productive experience
- Consider sharing with the college details of outside achievements
- Let the college know about any concerns and attend parent consultation sessions
- Work in a mutually respectful partnership with the college to support my son/daughter
- Actively support my child through key transition periods e.g. transfer to post-16 or Higher Education
- Encourage, support and celebrate my son/daughter to make as full use as possible of all the opportunities whilst at college
- Offer constructive feedback to the college about the quality of education provided.

### As a college we agree to:

- Develop a strong link between home and college primarily through the tutor
- Monitor attendance and punctuality and inform parents of any issues or concerns
- Monitor that each student is wearing the full college uniform
- Monitor equipment for learning and check that students are recording their homework in their organiser - sign the organiser on a weekly basis
- Teach and encourage students to adhere to college expectations and to treat others with mutual respect and consideration
- Respond sensitively and firmly to bullying and any other form of abusive behaviour
- Operate and apply the college discipline policy in a fair and consistent way
- Use appropriate sanctions and rewards to support student motivation and behaviour
- Set challenging targets and support students to achieve them
- Plan, prepare and teach effective lessons tailored to each individual
- Assess work regularly and provide feedback on how to improve
- Enable and expect students to record work to be done out of lessons in their organiser
- Monitor, track and report progress to parents and students each half term

- Provide appropriate interventions for students not reaching full potential
- Discuss with parents/carers about achievements or concerns
- Provide regular information through reports, newsletters, the website and information briefings for parents
- Respond professionally and promptly to any contact from parents/carers
- Provide and signpost specialist advice and guidance as necessary
- Offer and encourage students to engage in as many opportunities as possible to support personal development
- Listen constructively to the views of parents and students and respond as appropriate

**As a student I agree to:**

- Come to the college every day
- Arrive at college by 8.40
- Arrive at lessons on time
- Wear the full college uniform and abide by rules regarding outdoor clothing inside the buildings (e.g. no outdoor wear in lessons/no hats in college)
- Attend with the correct equipment for all lessons and exams
- Adhere to the College Code at all times. Show respect to staff and other students by agreeing to:
  - Listen to the member of staff without interrupting
  - Follow instructions without argument
  - Sit where told to in the classroom
  - Bring the correct equipment for learning to all lessons
  - Never speak abusively or unkindly to or about staff or other students
  - Respect other students in the class and college e.g. by listening to what is said/working in groups, never name-calling or ridiculing
  - Have mobile phones or music players out of sight and switched off in lessons and earphones hidden.
- Do not smoke on or near the campus or on the college coaches
- Behave responsibly and respectfully in the village at lunchtime if off college premises
- Never drop litter on campus, in the college or in the village
- Participate actively and productively in lessons
- Know my aspirational target grades
- Share responsibility with my parents and teachers for knowing how I can achieve my targets
- Conscientiously complete all work to the standard I am capable of
- Meet all deadlines set
- Develop my ability to work independently
- Share with teachers and parents responsibility for my own well-being and know that I may additionally share with an adult at college or a Big Brother or Sister any concerns or worries I may have
- Inform an adult or Big Brother or Sister if I feel bullied or threatened in any way, or if someone I know is being bullied
- Share with teachers and parents responsibility for my progress to the next stage of education or training
- Make the best possible use of all the opportunities offered to me at college
- Be an active member of the Tutor Group and the House
- Share constructive feedback to staff about my learning and other experiences at college



## UNIFORM GUIDELINES

The college uniform is compulsory and will be worn fully by those students starting at the college from September 2012. All parents and carers support the uniform by sending their child to our college and signing the Home-College Agreement.

### Day uniform:

- Black trousers or black knee length skirt
- White shirt / blouse with a collar suitable for a tie
- College tie
- Navy college jumper and/or cardigan (with logo)
- Black shoes or boots or Plain black trainers
- Navy college hoodie with logo (optional)

### PE Uniform:

- Grey polo shirt – with logo
- Sapphire blue hoodie - with logo
- Black shorts or tracksuit bottoms
- Trainers

### Additional guidance:

- Black jeans / combat trousers / skinny jeans or trousers / Chinos / shorts / leggings are not allowed
- Skirts must be of an appropriate knee length
- Logos or stripes on trainers must be blacked out
- Hats must not be worn inside the buildings
- Coat / scarf / college hoodie must be taken off once inside the classroom
- Jewellery, piercings and makeup are permitted but should be discreet
- All jewellery must be removed for PE for Health & Safety reason
- Earphones should be hidden or they will be confiscated

### Consequences:

- Students must arrive in college each day wearing the full college uniform.
- Students must bring the required items of PE uniform on the days that it is required.
- Incorrect or missing items of uniform will be dealt with immediately either by the House Team or the Tutor
- Parents will be contacted and where possible students sent home to change. If students cannot be sent home parents / carers will be asked to bring in the appropriate items.
- Students unable to get the correct uniform from home will be placed in inclusion or be asked to wear spare uniform.
- Continuous issues regarding wearing the college uniform will result in being placed on report and parent / carers brought into college to meet with the Head of House / Senior Team.
- All students will be required to wear full uniform for all exams.



## EQUIPMENT

All students are expected to bring the following basic equipment to all lessons:

- Black pen
- Pencil
- Ruler
- Calculator

Additionally, equipment for exams includes a sharpener and eraser, plus a compass and protractor for certain subjects. Detentions will be issued to students who arrive to an exam without the correct equipment.

Equipment packs are available from our School shop and our equipment for learning booklet is issued to students, providing details of items for subjects available to order.



## ATTENDANCE GUIDE

- If your child is absent for a.m registration or period 1, a text message will be sent home to notify a parent that they are not at College - please phone us on 0116 2879921 to explain why the student is not present or to query the information if applicable.
- If a student feels unwell whilst at College they should go to Reception and a member of the office team will contact a parent- students should not contact parents themselves.
- For health & safety reasons we prefer parents to collect unwell students where possible, rather than let them go home unattended.
- If a student is ill and unable to attend school, parents should phone and leave a message on the absences line by 10am each day they are absent.
- Medical Appointments – hospital, doctor, dentist, orthodontist– please let us know in advance by a note /phone call from parents or by the students showing staff an appointment card. All students should sign in and out at Reception for such appointments.
- All absences that are not notified to us by a parent or guardian will be recorded as unauthorised.
- You will be alerted by letter if attendance falls to a level which is a cause for concern. Parents / carers should be aware that a student is deemed to be Persistently Absent (PA) when attendance falls below 85%, even if the absence is due to illness or a holiday. Such PA criteria cases are recorded by the Local Authority.

**Holiday Requests: Requests for leave of absence for a holiday during term time at Groby Community College will not be authorised.**

- Families are requested to take holidays outside of term times.



## PRINTING CHARGES

Printer credits are required by all students to print out work in an IT room. All students are allocated a set amount of printing credits per week and any unused credits are rolled over to the next week.

Students who run out of printer credits will be able to top up by paying for additional credits. Further details will be provided to students during the academic year.



## CHARGES FOR MISSED EXAMINATIONS

Exams entry fees are a costly business - if a student misses an exam for no good reason, the College will invoice parents/carers for the fee incurred. If students are ill on the day of an exam or you know in advance that they will be unable to attend please contact the College and speak to the Exams Officer or our Attendance Officer who will offer advice about alternative arrangements.

**Each student is issued with a customised timetable prior to exams commencement giving details of dates & times for all their exams.** In the event of a student failing to sit any of the specified examinations without a valid reason, the cost of the missed exam will be charged to the parent/person with legal responsibility for the young person.



## SEX AND RELATIONSHIPS EDUCATION

In accordance with our National Curriculum, all our students follow a personal development programme – Personal Social & Health Education. Part of this programme covers the topic of Sex and Relationships Education. Whilst we feel this is beneficial to all our students we understand that some parents/carers would prefer their son/daughter not to participate. Please complete the form at the rear of the booklet with your preference.



## PHOTO PERMISSION

You will be aware that there have been a number of recent cases where schools and parents have become concerned over the misuse or possible misuse of photographic images of students. At Groby we are keen to maintain our high standards of displays and illustrative newsletters without putting any of our students at risk. In addition there are GCSE, AS and A2 courses that require video evidence of student attainment. We are also convinced that "banning photographs" of students, by their parents, whilst in College productions would not be part of our inclusive attitude. We are therefore asking you to enter into a two way agreement with the College.

As a College we ask for your permission to take and use photographs (still or video) of your son / daughter for our records, displays, newsletters and College events. We undertake not to publish student surnames or addresses alongside photos, but may use first names to identify students within a group or team.

As parents you have our permission to take video / photographs of College events that include your son / daughter. You undertake to keep these for use within your circle of family and friends and not distort or distribute them to public places.





## CARE OF PERSONAL POSSESSIONS

It is vital that all students take care of their personal items and valuables. If a student brings a phone/ipod/cycle on campus it is their responsibility to keep such items safe and secure. Groby Community College will not accept liability for loss, theft or damage to items.



## ICT ACCEPTABLE USE AGREEMENT



### ZIP IT

Keep your personal stuff private and think about what you say and do online.



### BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



### FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

- I will not share my username and password or try to use anyone else's
- I will not post online any personal information about myself or others
- I will block attachments to emails by not opening anything sent that I do not trust or recognise – it may contain a virus
- I will immediately report any messages or internet content that is inappropriate or makes me feel uncomfortable
- I will respect and not damage school ICT equipment
- I will immediately report any damage or faults involving equipment or software
- I understand that the school will monitor my use of school computer equipment and the internet
- I will not use the school ICT systems for personal or recreational use unless I have permission to do so
- I will respect other people's work and property and will not access, copy, remove or otherwise alter anyone else's files, without their permission
- I will be polite and responsible when I communicate with others online
- I will not take or distribute images of anyone without their permission
- I will only use my mobile phone and other handheld devices in accordance with the school policy
- I will not try to upload, download or access any materials which are illegal or inappropriate
- I will not use any way of trying to bypass the filtering / security systems, designed to prevent access to inappropriate material
- I will not try to install any programmes on a school computer nor alter the settings
- I will only use chat and social networking sites with permission and at the times that are allowed, in accordance with the school policy
- I will respect the copyright of others in my own work
- I will not try to download pirate copies of music, videos, games or other software
- I will take care to check that information I use is accurate
- I understand that if I break this agreement, the school will take action according to the school behaviour guidelines
- I understand that Police could be involved if something I did was illegal.



## INVOLVEMENT IN ACTIVITIES-

### **Off-site curricular or extra-curricular activities organised through Performing Arts, PE or other Departments at Groby College.**

Your son/daughter may well be involved in off-site curricular or extra-curricular activities through the Performing Arts, PE or other departments for which the Local Authority requires parental permission. Instead of seeking permission for every trip or event arranged, we are asking you to provide a generalised permission as part of this pack.

Obviously at this age, we expect students who are involved, to keep you informed about events and fixtures including location, start and approximate return time without a specific letter, specific details can be written down by the student, checking the college website, or phoning the main office.

In the event of a significant delay on return from an activity, the emergency phone line procedure will come into operation. If the activity is more specialised or further away than a Leicestershire location we will inform you by letter with appropriate details.

Parents/carers who come to watch away sporting fixtures can only take their own child home with them and must inform the member of staff in charge at the end of the event. Other students wishing to return home in a friend's car can only do so if written permission is provided on the day from their parent/carer to the member of staff in charge. It is important to stress that parents who offer lifts must hold a clean driving licence, have appropriate insurance cover and have a roadworthy car with a current MOT certificate if required.

We would like to take this opportunity to outline procedures that are already in place:

- A list of students taking part in any off-site College-organised activity is left at Main Reception (and with nominated staff in the case of residential) in case emergency contact is necessary. Staff accompanying the activity can be contacted directly via contacting the college.
- All drivers of minibuses, whether College, Local Authority or commercial, will have the necessary qualification and will recommend the wearing of seatbelts throughout the journey.
- Risk assessments are in place for the activity, including the journey. This outlines potential hazards and action to be taken in case of breakdown, injury etc.

We are confident that your son/daughter will benefit greatly from the extension and enrichment opportunities the curricular and extra-curricular programmes provide.

Where a trip out requires payment, a separate authorisation letter will be issued to parents.



## PERSONAL ACCIDENT INSURANCE FOR STUDENTS

It is often assumed by parents that if an accident occurs at school, the school can be held responsible and that financial compensation will therefore be made. It cannot be emphasised too strongly that the liability of the school is strictly limited to cases where there is proven evidence of negligence.

In the vast majority of cases, the injuries sustained are minor and the circumstances of the accident will reveal no evidence at all of negligence on the part of the school. There are, however, some accidents which can have long term consequences or result in some form of permanent disability but still without any evidence of negligence on the part of the school. The advantage of a personal accident policy therefore, is that whilst in no way preventing further action to seek damages in cases where negligence is alleged, payments under the policy are made on the basis of the injuries sustained and are not conditional on proving liability.

In order to provide parents with the opportunity of arranging appropriate insurance cover at a very competitive cost, the Local Authority has arranged a scheme with Zurich Municipal Insurance Co. at a cost of only £12 per year (including tax and administration). The policy runs from 1st September to 31st August of the ensuing year and provides cover for 24 hours a day, 365 days per year and so is not limited to just when children are at school. If you are interested in arranging such cover a Summary of Cover and Application Form can be obtained from Reception.



## FAIR PROCESSING NOTICE – DATA PROTECTION ACT 1998

We, **Groby Community College** are the Data Controller for the purposes of the Data Protection Act. We collect information about students and may receive information from other educational establishments attended previously. Information may also be received from the Learning Records Service. We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes student contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. Students enrolling for post 14 qualifications will be provided with a unique learner number by the Learning Records Service and we may also obtain from the service details of any learning or qualifications undertaken.

**We will not give information about students to anyone outside the school without consent unless the law and our rules permit it.**

We are required by law to pass some information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold then please contact Pam Hollingshead, College Manager. If you require more information about how the LA and/or DfE store and use this data please go to the following

websites :

<http://www.leics.gov.uk/schoolsfpn> and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Mike Challands / Katie Robey  
Information and Data Team  
County Hall, Glenfield  
Leicestershire, LE3 8RF  
0116 305 6637 or 0116 305 5783  
[mike.challands@leics.gov.uk](mailto:mike.challands@leics.gov.uk) or [Katie.robey@leics.gov.uk](mailto:Katie.robey@leics.gov.uk)
  
- Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk) tel: 0870 000 2288.

Once a student is aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both the name and address of student and parents together with any further information relevant to the Connexions services' role. However, you can ask that no information beyond name and address be passed to Connexions if you are over 16 years old. Parents also have this right. Please inform Pam Hollingshead, our College Manager if you wish to opt out of this arrangement. For more information about Connexions please go to the Leicestershire County Council Website.

**PLEASE RETAIN THESE SHEETS FOR YOUR FUTURE REFERENCE,  
BUT RETURN THE ADMISSION FORMS TO THE COLLEGE.**