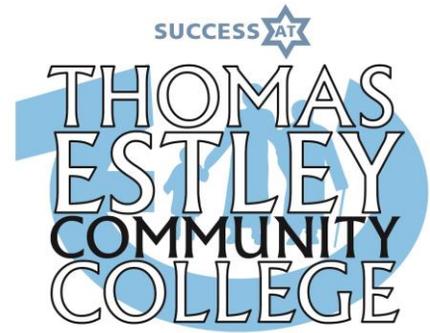


Station Road
Broughton Astley
Leicestershire LE9 6PT
www.thomasesstley.org.uk



Welcome to our Thomas Estley Parent Handbook

**A Community of
Courage and
Commitment to
Success**

Welcome to Thomas Estley!

We are delighted to welcome you and your child to the Thomas Estley community, and to the exciting learning journey of the next five years. During this period, you will see your child grow in confidence, experience and knowledge, not only in their academic studies but also in their wider development, towards their future studies, career choices and young adulthood.

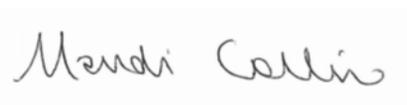
It is not by chance that we retained 'community college' in our name when most other secondary schools were renamed on academisation. We are fully committed to inclusion and community in their widest sense, as well as to general and targeted community links and opportunities. With an onsite preschool, a Birkett House special school satellite base, SEND provision for students who have specialist provision EHCPs for communication and interaction needs and a range of personalised opportunities for students around leadership and volunteering as well as a wide menu of activities for different ages within and outside the college day, Thomas Estley has a family ethos which is focussed on personalising opportunities and support for each member of our learning community, whilst providing stretch and challenge to develop character. 'A community of courage and commitment to success', working together to achieve our best is at the heart of all that we do.

Our pastoral and wellbeing team provide general and targeted support for each child, developing resilience and confidence as well as managing any specific enhanced support, from supporting transition for more sensitive or vulnerable learners to providing specific support when children meet barriers or challenges at school or at home. Our targeted and universal leadership and character programmes and opportunities aim to develop confidence and experience in leadership ready for further study, the world of work and beyond. These are enhanced by a wealth of extracurricular opportunities, visits and residential to suit the interests and needs of each child, as well as a masterclass provision for more able students and embedded support and interventions for students who would benefit from learning support in one or more areas of college life. Our annual Modules week and Year Nine Specialisms afternoon focus particularly on developing transferrable skills for life and work to ensure that your child leaves us ready for their next destination at the end of Year Eleven.

Your child's tutor and pastoral leaders will be key people at the college and will be your main point of contact and communication over the next few years. Your child's subject teachers will deliver specialist teaching within each curriculum area, and you will have the opportunity to discuss progress with them at Parents Evenings or to contact them with subject specific queries. As your child grows through the college, they will meet more regularly with our careers and guidance team, supporting them as doors open onto the field of further study and beyond. We are committed to doing all that we can to ensure maximum progress and development for each child at Thomas Estley.

We look forward to meeting you in person and meanwhile, will keep in touch through emails and you are welcome to follow us on Facebook: <https://www.facebook.com/thomasestley> to see some of our community achievements.

Yours sincerely



Mandi Collins
Principal

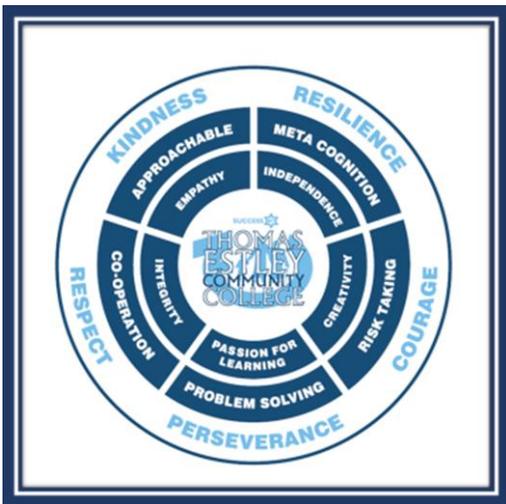


Core Values

A Community of Courage and Commitment to Success

- Aiming to achieve our best
- Taking full advantage of every learning opportunity
- Showing resilience through experiences and challenges
- Seeking out talents and following our dreams
- Reaching out for opportunities to lead and encourage others
- Making a positive difference and celebrating success
- Including the whole community, sharing, caring and giving time as needed
- Treating each other with kindness, fairness and respect
- Finding space in our lives for fun, joy, praise and laughter

The Thomas Estley Way – our Character Curriculum



The Thomas Estley Way is embedded into all areas of college life

Reward points are given to students who demonstrate the character traits of 'The Thomas Estley Way', in lessons and/or around College. Students will receive rewards when they demonstrate these traits:

Kindness / Respect / Courage / Perseverance / Resilience.

Students receive a range of rewards from certificates, free cookies, early lunch passes, postcards home, end of year reward trips and much more!

Students can also receive leadership rewards points for the following:

- Representing the college in a sport or performance
- Representing the college in a community event
- Organising a community or college event
- Leading an aspect of college life or provision

The Thomas Estley Leadership Curriculum is embedded into our provision

Leadership and Character Programmes – entitlement for all students

Year Nine – Specialisms afternoon

The entitlement to one or more leadership focus activities during **Years Seven to Ten** (eg to lead a College tour, represent a department, volunteer on Parents Evening, take part in a staff selection panel, take part in student voice panel)

Year Eight and Nine Work Experience Days

Year Eleven Futures Module

Year Eleven National Citizenship Service Programme

Optional and targeted leadership and character programmes for some students which may include:

SSAT Leadership Accreditation at Bronze, Silver, Gold

Arts Award Accreditation at Bronze, Silver

Student Council Representative

Student Ambassador

College Environment Group Member

Community Kindness Groups

Sports Leader in primaries and pre-school

Sports Coaching opportunities

Language Leader

Primary Subject Leadership

Wellbeing Ambassadors

Preschool Reading

Peer Reading Programme

Teaching and Learning Student Researcher

Primary Liaison Leader

Gardening in the Community Group

Yearbook, Prom and Leadership display committees

Subject Ambassador

Pre-School Work Experience Programme

Peer Mentor

Sports Captain

HSC volunteering Programme

Duke of Edinburgh Programme

Affiliated Sea Cadet Membership

Performing Arts Leader and Compere

Anti-bullying Student Leadership Group

School Sports Team Captain

More and most able focussed Programmes

Opportunities vary year on year



Leadership opportunities and achievements are recorded in each child's leadership booklet during tutor time and also centrally to ensure equitable access and experience for all students.

We also aim to record and celebrate leadership achievements outside of the college.

'At Thomas Estley, we believe that you are far more than the sum of your academic successes. True success is about the impact you have on the community around you, through your determination to make a difference, your courage, your compassion, your commitment to make things better for everybody. Academic results are important, but qualities such as grit, character, resilience, service to others and the ability to lead and work within a team are special ingredients for a healthy, happy and successful life. They are also very popular with both employers and universities!'

Mandi Collins, Principal, Thomas Estley Community College

The College Day

8.25am	Students settling in time
8.30am – 9.30am	Period 1
9.30am – 10.30am	Period 2
10.30am – 10.50am	Tutor Time/Assembly
10.50am – 11.15am	Break
11.15am – 12.15pm	Period 3
12.15pm – 1.15pm	Period 4
1.15pm – 1.55pm	Lunch
1.55pm – 2.55pm	Period 5
2.55pm	End of Day

Attendance

We expect students to aim for 100% attendance and to be punctual to College and to all lessons. In the case of absence due to illness the College would need to be notified by telephone that same day. We expect routine dental or medical appointments to be made outside the College day, but appreciate that when consultants or other specialists are involved this may not be possible.

Students are registered during tutor time/assembly at 8.30am. If they are absent, then the College must be notified before 8.30am on every morning of the absence. Parents can expect a text message or telephone call if there are any unexplained absences.

If your child is taken ill during the College day, they will need to go through the official system of getting permission from a First Aider to go home. In this case you will be contacted by the College. Please help us to reinforce this with your child by not accepting requests directly from them to come home, so that all communication takes place through the school office to ensure safeguarding is in place.

Holidays/Leave of Absence

Taking time out of school during term time will affect your child's grades. Experience has provided us with strong evidence that students who have missed significant amounts of time, for whatever reason, seldom achieve their academic potential.

As you are all aware, new government guidelines, which came into effect on 1st September 2013, prevent Headteachers from granting any leave of absence during term time unless there are exceptional circumstances (a family holiday does not fall under this category).

If a student has an absence recorded as a result of an unauthorised family holiday, Leicestershire County Council will be advised of the matter and may be requested to issue a Penalty Notice, in line with their policy.

Parents' Evenings and Progress Reports

In order to keep you up-to-date with the progress your child is making, we provide termly Progress Reports showing your child's current attendance, as well as a current academic assessment level, personalised end of year target, and attitude to learning grade from each of your child's teachers. One of these reports will also include more detailed written commentary from each of your child's teachers and their tutor.

Parents' Evenings occur at different times throughout the year depending upon which year group your child is in. Alongside the two progress reports and full written report you receive during the year, these evenings provide an opportunity to meet either face-to-face or via Teams with teachers and discuss how well your child is working in each lesson, as well as answer any questions you may have. Appointments are made via an online booking system, and details of how to access and use this will be sent out alongside your invitation letter prior to the event.

You will be able to access live information about your child - including attendance, assessment, behaviour and rewards - via 'Arbor', our secure online parent portal. In addition, this site provides the ability to check your contact information held by us - and inform us of any changes to these; and gives you access to your child's current and all previous progress reports.

Bus Passes

To seek further advice on transport, contact:

Email: passengertransport@leics.gov.uk Website: www.leics.gov.uk Transport Helpline: 0116 305 8777

The Local Authority use Beaver Bus Company for LA funded transport to Thomas Estley. They can be located on the Whittle Estate in Whetstone and at www.beaver-bus.co.uk/school-buses/

Provision may change in line with the operation of the bus company.

Parking at Thomas Estley Community College

We understand that students arriving and leaving school may have to be dropped off by parents, but we try to encourage parents/students to walk to school when possible and when not, encourage parents to drop off at the White Horse. Parents are not to access the College site by car at the start or end of the school day between 8.00am - 9.00am and 3.00pm - 3.30pm). If a student has an injury which prevents walking (e.g. on crutches) a Personal Emergency and Evacuation Plan will be drawn up on their first day which may include issuing a car park pass for the time of the impairment. If a parent has a disability and requires access for a meeting at these times, please inform the teacher when the appointment is made.

Break and Lunch Times

Students bringing their own packed lunch may eat in the Year 7 indoor packed lunch base or outside. For students purchasing meals from the TECC Café dining facility, parents are asked to pre-pay for their child's meals by using the College's online payment system on Arbor. Students and parents will receive further information on how to set up a Arbor account.

If your child is entitled to a free school meal £2.50 is automatically credited each lunchtime for their use and if your child is on a trip over the lunch time period, they can collect a free packed lunch from the TECC Café as soon as they arrive at College on the morning of the trip.

The College has successfully run its own in-house catering service for a number of years and all money generated is used to run and improve the service. The Catering Team serves high quality, healthy and appetising food to students, staff and twice a week to the College's Luncheon Club which is run for older members of our community in the College's Community Lounge. Our service has the top score of 5 in the National Food Hygiene Rating and all our menus meet the nutrition standards. Our Catering Team works with the Leicestershire County Council's Food Support Service for all appropriate Health & Safety, food hygiene and audits. We hope you will support this aspect of the College's provision.

Meal example for April-October

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Main Course	Beef Bolognese Spaghetti	Braising Steak OR Roast Pork	Chicken Tikka	Roast Chicken	Roast Beef
Hot Sweet	Crumble and custard	Apple and Blackberry Pie and custard Bread and Butter Pudding	Chocolate Orange Sponge and custard	All milk chocolate whip (cold)	Cherry Crumble and custard
Vegetarian	Plain Omelette Salad and Pasta	Cheese Flan Veggie Burger	Cheese Pizza Wraps, wedges and salad	Cheese Pasta bake Mixed salad Vegetables	Cheese Flan Small fry fish Large oven baked fish Chips and peas
Snack Option	Pizza and Fish Fingers	Breaded chicken fillet Bread roll or pitta bread Salad/beans	Tikka wrap, wedges, salad OR sausage, bread roll, baked beans OR salad	Roast chicken and stuffing baguette Pizzini Bacon chop	Curry, nuggets, fish, chips, salad, peas
Deli	Tomato and Plain pasta available daily as a meal or potato substitute with additional selection of hot Paninis				
Salad	Salad and Pasta Bowls available daily with salads having different fillings; chicken tikka, prawns, tuna, chives & chicken and cheese Pasta Pots are alternatives of tuna and cheese				
Jacket Potato	Served daily with filling of: butter, baked beans, cheese, tuna or prawns, bolognese sauce, chicken tikka, chicken curry				
Cakes and Biscuits	Iced Buns Shortbread Jambo Chocolate Muffin	Flapjack Iced Sponge Nursery Wheels Iced Buns	Doughnuts Chocolate Sponge Midi biscuits Afghan biscuits	Plain muffin Apple muffin Carrot cake Chocolate Krispie Shortbread Iced buns	Iced Buns Chocolate Haystacks Flapjack Custard Biscuits Iced Sponge
Drinks etc	Selection of drinks available at break and dinner times: Milk, yoghurt, fresh fruit and fruit pots available daily Filtered water from the machine available at all times				

Meal example for October-April

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Main Course	Chicken Curry	Roast Lamb Beef Pie	Roast Pork	Lasagne	Braising steak Shepherds Pie
Hot Sweet	Cornflake Tart and custard	Rhubarb Crumble and custard Lemon Meringue Pie	Treacle Sponge and custard	All milk strawberry whip	Rice Pudding Cherry Pie and custard
Vegetarian	Omelette Wedges, broccoli, salad	Cheese Flan OR Veggie Curry and rice Mixed salad and beans	Macaroni Cheese Bread roll Salad/vegetables	Vegetable lasagne Herb new potatoes Mixed salad	Fish – small/large Cheese flan (OAP) Pizza ciabatta Salad, peas, chips
Snack Option	Fish cake OR Beef burger Bread roll OR mash potato Baked beans	Chicken tikka, rice and vegetables Breaded chicken fillets Bread roll or pitta bread Carrots, salad	Roast pork cobs OR sausage roll Sliced roast potato Beans or salad Pizzini	Bacon cobs Bread roll OR Pizza wedge Salad, baked beans Bacon chop	Curry, nuggets, fish Chips, peas, salad
Deli	Tomato and Plain pasta available daily as a meal or potato substitute with additional selection of hot Paninis				
Salad	Salad and Pasta Bowls available daily with salads having different fillings; chicken tikka, prawns, tuna, chives & chicken and cheese Pasta Pots are alternatives of tuna and cheese				
Jacket Potato	Served daily with filling of: butter, baked beans, cheese, tuna, coleslaw, bolognese sauce, chicken tikka, chicken korma				
Cakes and Biscuits	Iced Buns Shortbread Jambo Chocolate Muffin	Flapjack Iced Sponge Nursery Wheels Iced Buns Apple Cake	Doughnuts Chocolate Sponge (orange) Midi biscuits Afghan biscuits	Plain muffin Blueberry muffin Carrot cake Chocolate Krispie Shortbread Iced buns	Iced Buns Chocolate Haystacks Flapjack Custard Biscuits Iced Sponge
Drinks etc	Selection of drinks available at break and dinner times: Milk, yoghurt, fresh fruit and fruit pots available daily Filtered water from the machine available at all times				

Please note that where government lockdown or other special arrangements limiting operations exists, our ability to run our normal catering services is subject to change.

Positive Behaviour for Learning

A guide for Students, Parents and Staff - Working in collaboration - striving for excellence

At Thomas Estley we have a proactive approach towards barriers to learning. We believe that it is fundamental for all staff to build positive relationships with all students. Students are greeted as they arrive at college, praised for being good role models and rewarded for effort, achievement and for being active citizens. We celebrate diversity and promote a sense of belonging for all students.

Student behaviour contributes towards the College's positive ethos. Students listen to one another's views and respect them, showing responsibility and maturity in their work. There is a positive, supportive atmosphere where good behaviour is praised both in lessons and in College generally. Expectations are clearly shared, are high, and are responded to well by students. Tutor groups are represented by student ambassadors. Working parties and Student Researchers provide opportunities for students to take on roles of leadership and responsibility, and we offer SSAT Student Leadership accreditation as well as a wealth of other student leadership opportunities, including our Student Councils. We work in partnership with parents to promote good behaviour for learning.

Strategies we have in place to overcome barriers to learning:

- College ethos built on good relationships and mutual respect
- Innovative curriculum, which also covers equality, respect, friendships, anti-bullying, rights and responsibilities, social and emotional skills in addition to positive behaviour for learning
- Working in partnership with parents/carers
- Student voice affects our practice
- Tracking and tackling any attainment gap between students
- Student consultation regarding policies, recruitment and risk assessments
- Academic mentoring
- Extensive extra-curricular opportunities through Extended Services
- Loan out of sports equipment at lunchtimes
- Positions of responsibility
- Bespoke learning programmes
- Referral to Youth Services
- Reward system
- Working Together Project
- Pupil Premium Achievement Mentor KS3 & KS4
- Student Wellbeing Ambassadors
- Equalities of opportunity
- Inclusion support
- 1 to 1 tuition
- Anger management support/Bereavement support/Life skills group/Emotional Literacy group
- Community involvement
- Someone to talk to: Miss Sharpe and Miss Young in the Hub, tutor, team leaders, SLT, school nurse
- Liaison with outside agencies (some are listed below)
 - Community police—on occasion lead assemblies on subjects such as anti-social behaviour
 - Social Care
 - CAMHS
 - Attendance improvement Officer/Attendance Clinics
 - Fun & Families
 - Jasmine House
 - Turning Point
 - Children and Family Wellbeing Service

Our culture: Our Learning Environment at Thomas Estley

How we start our lesson

We arrive within three minutes of the bell.

We line up in the designated space and enter sensibly.

We greet the teacher at the door.

We put bags on the floor and get our pens, pencil and ruler, and any special equipment for that subject out.

We write the date and start the do it now task without delay.

Our attitude to learning in lessons

We make an active contribution, asking and answering questions

We don't give up in class or at home when work is challenging

We listen to and respect information, instructions and feedback

We improve our progress by using all learning opportunities

We embrace new knowledge and consider different opinions

How we end our lesson

We take part in the learning check (plenary)

We pack away equipment sensibly when the teacher says

We wait behind our seats or in a seated area

We wait quietly for the teacher to dismiss us

We leave the building through the fire door or nearest exit

What does leadership look like at Thomas Estley?

Quality	Examples of this quality
I show commitment	I have committed time to a team / a club / a group / a leadership project.
I am organised	I plan and run an event or a project. I organise my time well and prioritise what to do.
I communicate well and present with confidence	I can communicate with a range of audiences including to peers and adults. I communicate by both speaking and writing.
I am accountable	I know that I represent a group, a team, a class and the college. I care how well I carry out my duties and take them seriously.
I am a role model	I can help and <u>advise</u> others, and they care about my opinion/ respect my contribution.
I can train and upskill others	I help others get better at a skill, or reach a target, or learn to do something new.
I make a difference to my community	I volunteer time and effort to make my community a better place. I care about making my community a good place to learn and live.
I work well in a team	I listen to others and take their views into account. I carry out my role in a team. I help others in the team achieve our goals together.
I reflect so that I can improve	I respond to feedback well. I set goals for improving my performance. I see challenges as opportunities to solve problems.

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We wait behind our seats or in a seated area

We wait quietly for the teacher to dismiss us

We leave the building through the fire door or nearest exit

Positive choices

Points are allocated if we show resilience, perseverance, courage or kindness in learning.

Negative choices

Points are allocated if we don't show kindness, perseverance or respect in learning.

Positive choices	Negative choices
Points are allocated if we show resilience, perseverance, courage or kindness in learning.	Points are allocated if we don't show kindness, perseverance or respect in learning.



Protected Learning

Thomas Estley community College is committed to maintaining the right of students to learn and teachers to teach. We encourage students to take responsibility for and make **choices** to correct their own behaviour within an incremental sanction system.

Thomas Estley Community College believes that the highest standards of behaviour, maintained in an environment where all are valued as individuals, are crucial to ensuring that all students fulfil their academic potential and become happy, confident members of their communities.

At our college success is encouraged through the positive reinforcement of good behaviour through praise. It is our responsibility to promote confidence, self-esteem and resilience through challenge, encouragement, recognition, incentives and rewards that are appropriate to the age and academic stage of each individual student. The policy aims to promote the positive in each individual student but also recognises the need for consequences where behaviour falls below expected standards of behaviour for Key Stage 3 and 4 students.

Parents are asked to indicate their support for the College's policies and guidelines for behaviour by signing the Positive Behaviour for Learning box on the Consent Form section of the admission form.

Parents are also encouraged to access online information about their child's achievement and behaviour via Arbor.

Equipment for Learning

All students should have the following items at all times:

- Pens, pencils, rubber
- A 30 cm ruler
- READING BOOK
- A school bag (exercise books must be able to fit into the bag)

Basic stationery may be purchased from student reception.

Recommended additional resources to enhance learning:

- Dictionaries
- Scientific calculator
- Revision guides as appropriate
- Notebook /folder
- Coloured crayons
- Protractor and drawing compass



Tutors and Teams

Any general questions or concerns about your child's progress or welfare, or information to share about a home or medical situation which may affect your child's behaviour, progress or attendance and punctuality in College, should be directed to the Tutor, who has responsibility for monitoring your child's pastoral well being and achievement. If the Tutor feels it is appropriate, they may involve the Team Leader. The Team Leader has oversight for learning, progress and attendance and punctuality of all students in a Team.

We have four Thomas Estley teams; Estley, Thomas, Sutton and Thorp and an embedded inter team programme of competitions and events. All children are placed into one of these Teams when they arrive in Year Seven.

Anti-Bullying Policy

Bullying and all associated types of anti-social behaviour do not comply with the College Code of Conduct and, therefore, are viewed extremely seriously.

Bullying can include:

- being kicked, punched, pinched, spat at or threatened
- being called names
- making a fool of someone
- spreading rumours and malicious gossip about someone
- deliberately taking or destroying another child's property
- repeatedly excluding someone by not talking to them or letting them join in
- trying to provoke someone into having a fight
- cyber bullying
- repeated teasing
- sending nasty notes, e-mails, instant messaging or text messages
- racist comments
- spreading inappropriate photographs or recordings of another student

Bullying can take place:

- Anywhere, anytime and in many ways

What should you do if you are being bullied?

- try not to show that you are upset
- stay with a group of people; there is safety in numbers
- try to be assertive - say **no** – walk away confidently
- do **not** fight back. Generally, this makes things worse
- talk to an adult in whom you have trust. You will be taken seriously and the best course of action can be considered
- talk to a peer mentor
- if you are bullied keep records of **who** was involved, **what** happened, and **where** it took place

TELL SOMEONE

Never remain silent - this is the bully's greatest weapon

What should you do if you know someone else is being bullied?

Take action when someone is being bullied or in distress. Watching or doing nothing makes it look as though you are on the side of the bully.

If you cannot or do not wish to be involved, TELL AN ADULT IMMEDIATELY. You will not be named and the bully or bullies will have no knowledge of your involvement. Don't assume that someone else will tell an adult.

How can parents help?

Stay calm and listen: don't over react until you know the facts.

Watch for any signs of distress in your children. For instance, are they unwilling to attend College, do they regularly feel unwell but appear to be alright, or have equipment or possessions missing?

Take an active interest in your child's social life: who their friends are, what they do at lunch time, how they travel to and from College.

Inform the College immediately if you think your child may be the victim of bullying at school. Your communication will be taken seriously and every possible course of action will be taken to solve the problem.

REMEMBER, we cannot stop bullying if we do not know about it

What the College will continue to do:

Encourage non-aggressive relationships between all those who use the College.

Organise College in order to minimise the opportunities for bullying to take place.

Arrange a Peer Mentor drop-in session at lunchtime.

Include relationships and citizenship in the learning curriculum. Work on **bullying** is included in our Curriculum Enrichment programme each year.

Make sure that every student is aware of the College policy on bullying and our expectation that students should talk to an adult about any incidents of bullying.

Deal quickly and firmly if any incidents occur.

Involve parents at every stage.

Follow up and monitor the situation to seek to ensure that there are no further incidents.

In conclusion bullying affects everyone, not just the bullies and the victims but others who can see what is happening and all who come into contact with them. Bullying is not a necessary part of growing up. We hope that everyone involved with Thomas Estley Community College will work together to make our anti-bullying policy effective and successful. If you have any suggestions to make about this policy and our practice, please contact the College.

Guidance for Parents/Carers and Students

We expect all students to wear full college uniform throughout every day.

We want to make sure that students and parents/carers are completely clear about what is and what is not allowed, so that money is not wasted by purchasing inappropriate items.

Jewellery

One pair of small sleeper or stud earrings is permissible
No tongue or facial piercings.

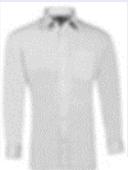
Nails

Must be of a **natural length**.

Other Accessories

Belts, hairbands etc need to be discreetly coloured.

We strongly recommend that all items of uniform are named, so that they can be more easily returned to the student if lost!

Uniform Items	Specific Guidelines	Availability
College Blazer with college logo 	All students must have an official blazer. Students will be allowed to remove their blazer in lessons, but must wear their blazer around college	To be purchased from: Hole In The Wall school uniform shop in Hinckley www.learninstyle.co.uk
Grey V-neck jumper or cardigan with college logo 	The wearing of a jumper or cardigan is optional, but where worn it must have the official brand and must not be tucked into skirts or trousers	To be purchased from: www.yourschooluniform.com
Clip-on college tie 	A tie must be worn at all times (including break and lunchtime) except when participating in PE	To be purchased from: Hole In The Wall school uniform shop in Hinckley www.learninstyle.co.uk
White formal school shirt with stiff collar and short/long sleeves 	Shirts should be buttoned up to the neck and should be long enough to be tucked into trousers/skirts at all times. Long sleeves can be rolled up to the elbow but short sleeves should not be rolled up	Widely available from supermarkets and high street retailers, eg M&S, Asda, Tesco etc

Uniform Items	Specific Guidelines	Availability
<p>Full length, plain grey, formal school trousers</p> 	<p>This includes none of the following:</p> <ul style="list-style-type: none"> Denim trousers Trousers with rivets Trousers with a low waistband Trousers made of any stretchy material Trousers that are tight on the legs Trousers made of any fabric other than standard school trouser fabric Leggings Chinos Any trousers that follow a current fashion trend <p>Trousers are acceptable for all students</p>	<p>Widely available from supermarkets and high street retailers, eg M&S, Asda, Tesco etc</p>
<p>Please note: skirts must not be rolled up and must be knee length or longer in plain grey, formal full pleated skirt style.</p> 	<p>This does not include:</p> <ul style="list-style-type: none"> Skater skirts Lycra skirts Netted skirts Denim skirts Skirts made of any fabric other than standard school skirt fabric Tight skirts Skirts with any patterns Very long skirts Skirts with rivets Any skirt that follows a current fashion trend <p>Black tights or sock must be worn with skirts – not leggings or footless tights</p>	<p>Widely available from supermarkets and high street retailers, eg M&S, Asda, Tesco etc</p>
<p>Tailored, plain grey, formal shorts – SUMMER TERM ONLY</p> 		<p>Widely available from supermarkets and high street retailers, eg M&S, Asda, Tesco etc</p>
<p>Footwear must be fully black</p>		<p>Widely available from supermarkets and high street retailers, eg M&S, Asda, Tesco etc</p>
<p>Socks</p>	<p>These should be plain black – no coloured or frills/lace</p>	<p>Widely available from supermarkets and high street retailers, eg M&S, Asda, Tesco etc</p>

All students are expected to bring their full PE kit to all PE practical lessons

Uniform Items	Specific Guidelines	Availability
Training shoes for indoor PE lessons must have non-marking soles	Indoor training shoes must not be black	Widely available from any sports retailer
Football boots must be worn for outdoor lessons on the field	These can be of any colour	Widely available from any sports retailer
Additional safety equipment	Gum shield and shin pads	Widely available from any sports retailer
T-shirt 	PE is a compulsory subject, so all students must have an official brand t-shirt	To be purchased from: Hole In The Wall school uniform shop in Hinckley www.learninstyle.co.uk
Navy blue or black shorts (tracksuit bottoms optional) 	Compulsory for all students	Widely available from sports retailers. Items with college logo (this is optional) to be purchased from www.yourschooluniform.com
Socks	Navy blue or black football socks	Widely available from sports retailers
Tracksuit top with college logo 	This is an optional extra	To be purchased from www.yourschooluniform.com

PLEASE NOTE: Students failing to attend college in the correct items of clothing will be expected to change into 'spare college uniform' which should be returned at the end of the school day.

Students will also receive a break detention issued by their tutor.

**Hoodies and non-school uniform jumpers
must not be worn**

Your Guide to Ordering School Uniform

- Go to www.yourschooluniform.com and click 'Find your school uniform'.
- Enter your school details to search for your school, then click on the school's logo or name to see the uniform.
- Select quantities for required uniform, then click 'Buy Items'.
- Continue shopping if required.
- Go to the checkout and pay securely with any major credit or debit card.
- Relax and we'll deliver.

- Go to <http://www.learninstyle.co.uk/> and click 'Colleges & Clubs'
- Click on the school's logo or name to see the uniform.
- Select quantities for required uniform, then click 'Add to basket'.
- Continue shopping if required.
- Go to the checkout and pay securely with any major credit or debit card.
- Free postage for orders over £50 or collect from The Hole in the Wall store in Hinckley.

Many fashionable clothing items are manufactured using highly flammable materials. We bring this to the attention of parents as such items present a potential danger in Science practical lessons.

Jewellery must be small and discreet. Long items that 'hang' and 'swing' can become a hazard when working in a Design and Technology area.

Hair should be tied back safely out of the way.

Nails should be of a natural length—if a student arrives wearing false nails of excessive length they will be asked to remove them.

All parents are asked to read and reinforce to students the health and safety requirements. A copy of these is provided each year.

Lost Property

Please ensure that ALL uniform including PE kit items and coats and bags are clearly labelled with the student's name and tutor group. Please support us in reminding your son/daughter NOT to leave items in the College over holiday periods. All un-named items are collected from around the building at these times and are sent to Lost Property. Items unclaimed after the following half-term period will be sent to charity. Lost Property is stored in the room next to the First Aid Room.

Home Learning

Learning takes place inside and outside of the classroom. All teachers will regularly set planned differentiated, meaningful homework for their classes in line with the school policy. Homework will provide students with opportunities to: extend, develop and practice what was learned in class; acquire the ability, confidence and organisational skills to work independently; work at their own pace and ability level; prepare for work in class.

At Key Stage Three students will be provided with a knowledge organiser on a termly basis. This will reflect the key knowledge for each subject, and facilitate the opportunity for retrieval and application of this knowledge.

Whilst some homework will be specific short term tasks related to a topic at that time, other homework will contribute to longer term tasks such as projects or portfolios of work.

Homework will be assessed. This can be done in a variety of ways:

- Marked by the teacher and feedback for improvement (WWW/EBI) provided to students within a week
- Peer/self-assessment
- Orally/feedback during lessons/'show and tell'
- Through retrieval tasks

As students move in to Key Stage Four, individual subjects will provide knowledge organisers and revision guides to help support students learning and knowledge retention. Key Stage Four will also be provided with a homework timetable and work will be set using the Satchel One Portal.

Key Stage Four homework will be focused on retrieval practice for subject knowledge and practice of GCSE skills and exam requirements for each course.

The Hub

The Hub is our resource for supporting our young people with the challenges they face throughout their time at TECC. The development of this space has had a positive effect for students, raising attendance and at times aiding transition back into school life after difficult times.

An SEMH Interventions Manager supervises this area and its staff.

Despite this area often being a quiet area, we also run proactive and supportive well-being programmes.

We also have our LCFC Inspire Coach working two days a week delivering targeted interventions around character development and beginning to introduce new sporting activities at lunchtimes for our students. Additionally, we have a Young Peoples Health and Wellbeing Officer from Teen Health in the Hub weekly.

“Wellbeing Support has really helped me at school. It’s a quiet place to go for support for the times you really need to calm down, then I can get back into lessons” – Year 10 girl

“It’s a place of safety you can go, if any student needs to talk something through and have someone there you can confide in” – Year 11 girl

“It’s a safe space where you can do your work without having to worry about everything else going on in your life. Sometimes it’s just the reassurance that there’s somewhere and someone there on the bad days” – Year 10 boy

“It’s a great supportive and nurturing environment where young people can be themselves, a real asset to the school!” – Local Authority Youth Worker

If your child has any issues during the school day, there is additional help at hand for them, in the form of a dedicated email address, for children currently at the college:



Email-

talk@thomasestley.org.uk



A member of the Pastoral team will email you back (in school hours) with advice and/or support.

Friendship issues, incidents of unkind behaviour, low mood, issues at school etc...

Out of College Activities

General consent, which forms part of the admission form, refers only to occasions when your son/daughter, as part of his/her coursework, needs to leave the College site though remain within Broughton Astley village. An example might involve a visit to the church within a humanities lesson.

Students will always be accompanied by members of the College staff on these occasions.

Should any activity involve leaving the village of Broughton Astley, then a separate consent form will be sent home for you to sign or emailed via Arbor.

Extra Curricular Clubs

There are many after school and lunch time activities in which students may participate. These may include clubs in ICT, Humanities, MFL, Maths, English, Science, ADT, PE, Music, Drama and targeted revision or support sessions. Also other extra-curricular activities are offered for students interested in contributing to college or community life. An updated list of extra-curricular clubs is published on the college website.

Throughout your child's time at Thomas Estley Community College, he/she may be selected to represent the College in competitive sports fixtures. Students are advised of the details in advance. If you require further information about these fixtures, details are always available from the PE staff. Fixtures take place during the week and normally after school hours. For away fixtures return transport is often provided but occasionally the help of parents is needed.

Students will be expected to make arrangements for their own way home from the College following fixtures and clubs.

The Use of Student Personal Transport

Following requests from students and ambassadors we negotiated an agreement with the Senior Leadership Team allowing students to bring non-motorised personal transport such as scooters and bicycles into College. This has proved to be a successful development, with students adhering to the following rules:

- Students ride their personal transport in a safe and sensible manner on their way to and from College
- Students push rather than ride their personal transport in the grounds of the College site
- Students provide a padlock and make sure that their personal transport is securely fastened to the cycle hoops on the TECC site (not those for the primary school)
- Students collect their personal transport, at the end of the College day, in a sensible and orderly manner

The penalty for failure to follow these rules will be that the privilege of using personal transport is removed from the perpetrator for a fixed period of time.

Student ambassadors and delegates have worked hard to get this for the whole student body. It is up to us all to ensure that there is no abuse of this privilege.

The College has no legal responsibility for the loss, damage or theft of any personal transport while they are on College premises and grounds.

Residentials

In addition to the curricular themed Modules, extra-curricular activities and day excursions which we provide to enhance the learning of our students, we offer a varied series of optional residentials during your child's time at Thomas Estley, carefully selected to provide planned learning experiences which, if chosen, enable children to further their interests, develop specific skills and practice the Skills for Life and Work in an additional context. These opportunities are open to all students and we encourage you to take advantage of one or more of them, if at all possible.

Our typical annual offer includes residential activities. These will of course vary on an annual basis depending on our companies' prices, transport and insurance costs, entrance fees, availability etc.

Children eligible for free school meals are normally eligible for some discount on all paid college activities. Each residential will publish detailed information, including pricing, nearer the time, when they invite your child to apply.

If more children apply than there are places available, a public draw will take place for guaranteed places and reserve places, with priority given to children who have not already attended a residential trip at Thomas Estley. We try our best to offer places to all interested students but sometimes limits set by transport and accommodation providers do mean that a small minority are unable to go.

All of the residential experiences also focus on developing Skills for Life and Work – effective participation, independent enquiry, self-management, reflective and creative thinking and team work. We hope that you find this information useful in planning whether to apply for these residentials and deciding which will be most relevant to your child.

There are other residentials and opportunities aimed specifically at Years 10 and 11 option choices, eg Year 10 Geography Fieldwork Residential.

Please note that where government lockdown or other special arrangements limiting operations exists, our ability to run trips and residentials is subject to change.

Payments for Educational Visits

A range of educational visits are organised in the College year. Where costs are incurred, payments are requested to help meet these. Parents who have registered their child for free school meals with the Leicestershire County Council can be considered for a subsidy towards the costs of educational visits and resources from the student premium.

When the opportunity arises for your child to participate in a visit, you will receive a letter via Arbor with an outline of the travel arrangements and costs. Permission slips need to be completed and returned to the College by parents/carers, giving contact details, special dietary requirements where appropriate and medical information.

Cheques should be made payable to Thomas Estley Community College and must be presented to Reception. The preferred payment method is on-line via Arbor.

The Success Academy Trust promotes the use of technology in the classroom to enhance learning experiences and ensure our students learn how to engage safely with computers and the Internet. The purpose of this agreement is to ensure all students know what we expect of them when using technology in school, and the measures we take to keep them safe. We have addressed this document to your child – parents and carers should take the time to go through this document carefully with their child to ensure they understand it before signing the agreement.

How we keep you (our students) safe when using technology

- We teach you how to use computers and the Internet safely, through a series of IT and e-safety activities.
- We use strict Internet filtering to try to protect you from inappropriate online material.
- All the programs and content such as videos that we use is carefully checked by your teachers before use.
- We will monitor your use of school IT equipment, to ensure that it is being used correctly and safely.
- All the adults in the school take part in regular IT, e-safety and Data Protection training to ensure they understand their own responsibilities.

What we expect from you (our students)

- You will always try to be polite and responsible when online.
- You must never use your real name or share any other personal information such as your birthday, our school name, or your address online.
- You should keep your passwords safe and should not use other people's usernames and passwords.
- You must immediately report any message or Internet content that is inappropriate, illegal, or makes you feel uncomfortable; and must not actively search for or distribute any such material.
- You will not enter an IT suite unsupervised by a member of staff; or log on to equipment until told to do so.
- You may only use school IT equipment with the permission of a member of staff; and for the purposes defined by or agreed with that member of staff.
- Some IT equipment and software is provided specifically for staff members, including teacher computers and tablets. You must not attempt to access or use these devices or programs.
- You won't change, copy or delete another person's work or interfere with their equipment.
- You will not try to change the settings on a device or connected peripheral e.g. monitor.
- You must look after our equipment and tell a teacher if you accidentally break something.
- You must immediately report any damage or faults you find involving equipment or software; and must not attempt to repair or reconnect any faulty equipment yourself.
- You should only email/message staff members through the school-provided email/messaging systems; you must not attempt to contact a staff member via any other means such as social media, an app or gaming platform.
- Separate rules are published for the use of Personal Electronic Equipment such as memory sticks, mobile phones and smart watches. You must agree to follow these rules and understand that we may confiscate and examine any personal electronic equipment brought into school if it is believed to have been used inappropriately.
- There will be consequences if you do not follow these points above.

What we expect from parents

- Ensure you and your child understand what is written in this document.
- If your child is found to have damaged any school IT equipment on purpose or as a result of irresponsible behaviour, we may charge you for the repair or replacement.
- You will support and uphold the school's rules regarding the use of school ICT systems.
- You may take a picture of your child at various school events, in order to capture precious memories. These must not be shared anywhere online if it includes an image of another child or if another child can be identified as a result.

Useful sites for further information on e-safety are:

www.thinkuknow.co.uk

www.ceop.police.uk

www.saferinternet.org.uk

By signing the Agreement and Consent form (part of the Admission form) I am confirming that I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems including the internet and my child understands their responsibilities and agrees to follow these rules.

The College is committed to working in partnership with parents and carers and understands the key role they play in the Internet safety of their child(ren) through promoting internet safety at home and elsewhere.

Personal Electronic Equipment - Mobile Phones, Headphones, Smart Watches, etc.

Students **MUST** not use mobile phones and headphones when they enter the school site and mobile phones must be switched off and not visible for the whole of the college day including break and lunch times.

Having a mobile telephone is not essential as all communications can be made via college reception.

Please note:

Any electronic devices, jewelry (allowed within the uniform policy) or other valuable items are brought into college at the student's/parent's/carer's own risk.

Under no circumstances will the college accept liability for any objects of this nature, including the accidental damage to, or theft of them.

Students who fail to follow these rules will have their equipment confiscated.

A confiscated mobile phone will be held at student reception and it will need to be collected by the student the end of the school day on the first occasion.

On the second occasion a confiscated mobile phone will be held at student reception and it will need to be collected by a parent/carer at the end of the school day.

On the third occasion the student will incur a fixed mobile phone ban. They can either leave their phone at home, or bring it into school where we will keep it in the reception safe for the duration of the school day.

Confiscated headphones (air pods, ear buds etc.) will be returned to the student at the end of the day. If they are confiscated on a further occasion then a parent or carer will be required to come in to collect them.

Arbor

The College currently uses Arbor as its preferred method of communicating letters home/text messages to parents in emergencies and as a way of organising online payments for trips, meals and activities. Benefits of the system include:

- The ability to view messages previously sent by us
- Access to the mobile app so you can receive and deal with school information on the move
- Support for the College's cashless environment

In order to register you on to Arbor, once your contact details are updated over the summer from your returned admission form, as part of our Privacy Notice, we will share your name, email address and mobile phone number with Arbor so they can prepare your account. Arbor will send you a welcome email from the Arbor system which includes a hyperlink within the body of the email to the Arbor site. By clicking on the hyperlink you will be taken to the site to sign up and confirm your details.

Parent Online Reporting Acceptable Use Policy

Online Reporting to parents is provided via the insight portal, for use of employees and parents/carers of Thomas Estley Community College students and the students themselves. Access by any other party is strictly prohibited. Schools hold information on all students following the principles of the General Data Protection Regulations (GDPR). The regulation states that data held can only be used for specific purposes and therefore all data will be recorded, processed, transferred and made available according to strict guidelines.

Whilst every effort is made to ensure that the systems are working correctly, Thomas Estley Community College will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or user errors or omissions. Use of any information obtained via the online system is deemed to be at the user's risk.

Details on how to register for access to the insight portal will be sent at the start of the new term.

All members of the college community agree:-

- To only access sites authorised for you to do so.
Never attempt to access fields or programs which you have not been granted access to. Attempting to bypass security barriers is a breach of the Computer Misuse Act (1990) and such attempts will be considered as hack attacks and as such, liable to prosecution.
- Not to reveal your password to anyone.
When choosing a password, choose a word or phrase that you can easily remember, but not something which can be used to identify you, such as your name or address. If you believe that someone else may have discovered your password, then change it immediately and inform the Data Manager at College.
- To report any security concerns immediately to the Data Manager.
If you are identified as a security risk to the College's ICT facilities you will be denied future access to the system.
- To observe security guidelines at all times.
Follow the requirements of the GDPR and Computer Misuse Act (1990)

All members of the college community agree not to:-

- Attempt to access the service using another person's login details.
- Introduce or attempt to introduce any form of malicious software into the network.
- Change or attempt to change or remove software.
- Carry out unauthorised configuration changes.
- Deliberately delete files.

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about you and your child.

Your child's school is part of Success Academy Trust and the Trust is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). Each school in our Trust will have a person in charge of Data Protection – usually the Head Teacher. We call these the local Data Protection Managers (DPMs). We also have a person with overall responsibility for Data Protection, the Data Protection Officer (DPO). Contact details for both can be found on the Trust website at www.successat.org.uk.

1. The Personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils and/or yourself includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

2. Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

3. The legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with a legal obligation
- We need to use it to carry out a task in the public interest (in order to provide our pupils with an education)

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individuals' vital interests (or someone else's interests)
- Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

4. Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

5. Storing this information

Personal data is stored in line with our Data Protection Policy and Records Retention and Disposal Schedule. We keep personal information about you and your child while they are attending our school. We may also keep parts of this beyond their attendance at our school if this is necessary in order to comply with our legal obligations, other legitimate reasons, or with your consent.

6. Who we share this information with

We do not share information about you or your child with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Relevant Government departments (e.g. the Department for Education)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

7. National Pupil Database

We are required to provide information about pupils to the Department for Education (a government department) as part of data collections such as the school census and early years census. Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your child's data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data. You can also contact the Department for Education if you have any questions about the database.

8. Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our Local Authority and Youth Support Services provider, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Parents / carers, or pupils once aged 13 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to our Local Authority and Youth Support Services provider.

9. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

10. Your obligations to us

In the course of your child's time at school you are required to:

- Notify us promptly of any changes or amendments to student details, your details or any other relevant records which we hold
- Support your college in promptly completing, returning and adhering to school policies including but not limited to the IT Acceptable Use Policy; Home-school Agreements; and all other relevant policies and processes relevant to data protection

11. Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents / carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

12. Complaints

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you or your child is incorrect, misleading or inappropriate, we ask that you raise your concern with either your local school's DPM or if this is not appropriate then with the Trust's DPO in the first instance.

Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns/

13. Further information

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer at data@thomasestley.org.uk

Conditions of photographing or making any recordings of your child

1. The consent form included in the admissions form is valid for the time your son/daughter is a student at Thomas Estley Community College.
2. We will not include identifying personal details with an image on video, on our website, in our school prospectus, or in other printed publications, or on social media.
3. If we name a student in the text, we will not use a photograph of that child to accompany the article unless permission has been given.
4. We may use group or class photographs or footage with very general labels, such as "a science lesson".
5. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. An alternative method for library/catering will be given (e.g. photo id) if biometric permission is not given.

Useful Information and Contacts

Thomas Estley Community College Switchboard: 01455 283263

Safeguarding Lead:

Cathy Cornelius ccornelius@thomasestley.org.uk

Pastoral Leaders/Deputy Safeguarding leads:

Ash Munton amunton@thomasestley.org.uk
Debra Mozley dmozley@thomasestley.org.uk
Kaylee Masters kmasters@thomasestley.org.uk
Natalie Johnston njohnston@thomasestley.org.uk (also Attendance Officer)
Natalie Outridge noutridge@thomasestley.org.uk
Emma Sharpe esharpe@thomasestley.org.uk
Jason Craig jcraig@thomasestley.org.uk

Chair of Governors:

Veronica Rye clerktothegovernors@thomasestley.org.uk

Leicestershire County Council

Admissions – 0116 305 6684

Bus Passes – 0116 305 0002

Free School Meals Service – 0116 305 6588