

National Teaching School  
designated by



National College for  
Teaching & Leadership

Station Road  
Broughton Astley  
Leicestershire LE9 6PT  
Telephone: 01455 283263  
Fax: 01455 285758  
admin@thomasestley.org.uk  
Principal: Mandi Collins  
www.thomasestley.org.uk

# Parent Handbook



Registered in England  
Vice-Principals: C. Cornelius, R. Fegan

Company No: 8135389

**Success Academy Trust**

Registered Office: As above

Assistant Principals: M. Young, J. Hartley

VAT Registration No: 153 2274 31  
College Manager: A.M. Willett





# Welcome to Thomas Estley Community College

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 in its widest sense, as well as to general and targeted community links and opportunities. With an onsite special school base and preschool 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 elements requiring enhanced support, ranging from supporting transition for more sensitive or vulnerable learners through 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 weeks 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 team 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 meet them at Parents Evenings or to contact them by email or phone 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 are aware that your child has missed the opportunity for physical induction, due to government guidance and regulations this year around Covid-19. We have tried hard to build relationships remotely with you and your child, but we are keenly aware that due to the lack of physical induction on site and to the impact of coronavirus on every family and situation, we will need to focus on reducing anxieties and building confidence even more than we usually would. Our Year Seven 2020 Promise has begun through remote meetings and our Year Six wellbeing blog, and will continue into next term to support our new students and their families.

Yours faithfully



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

## Timetable

8:20am	Students Arrive
8:30am - 8:50am	Tutor time/Assembly
8:50am - 9:40am	Period 1
9:40am - 10:30am	Period 2
10:30am - 10:50am	Break
10:50am - 11:40am	Period 3
11:40am - 12:30pm	Period 4
12:30pm - 1:20pm	Lunch
1:20pm - 2:10pm	Period 5
2:10pm - 3:00pm	Period 6
3 :00pm	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 8:30 am. If they are absent, then the College must be notified before 8:30 am 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 will 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 and expected progress levels (based on their SAT scores); 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 face-to-face 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 'Insight', 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

The Local Authority is under a legal obligation to facilitate "the attendance of persons receiving education" by providing transport to schools. This does not mean free transport for all students. Parent /Carers of students requiring a bus pass will need to complete the Beaver bus reservation form by 1 June to set up a 10 month standing order to cover the academic year 2020/21

To seek further advice on transport contact:

Email: [passengertransport@leics.gov.uk](mailto:passengertransport@leics.gov.uk) Website: [www.leics.gov.uk](http://www.leics.gov.uk)  
Transport Helpline: 0116 305 8777 Fax: 0116 305 7181

The Local Authority use Beaver Bus Company for transport to Thomas Estley. They can be located on the Whittle estate in Whetstone and at [www.beaverbus.co.uk/school-buses/](http://www.beaverbus.co.uk/school-buses/)

## 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 8.10am - 8.30am 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.

## Parents' Forum

A group of supportive and interested parents meets informally every term with the Senior Leadership Team. The group is committed to exchanging information, challenging and supporting through genuine dialogue. Recent topics have included Parents' Evenings, Homework and student wellbeing as well as strategies to support your child's learning. Dates of these get togethers are advertised via ParentMail PMX and our Circular.

## Break and Lunch Times

Students are expected to remain on the College site at break and lunch times. If your child lives close to the College and can get there and back in the 50 minute lunch break and would prefer to go home **every** day, please write to the College, requesting an official and long term lunch time pass.

Students bringing their own packed lunch may eat in the dining room or outside. For students purchasing meals from the TECC Café dining facility, parents are encouraged to pre-pay for their child's meals by using the College's online payment system Parentmail PMX. Students are able to top up their accounts with cash via the reval unit although online payments via Parentmail PMX is the College's preferred method for parental payments.

We have a cashless catering system which uses fingerprint recognition similar to the system used in our Library. Students and parents will receive further information on how to set up a Parentmail PMX account.

If your child is entitled to a free school meal £2.40 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 one week

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main Course From £1.60 - £2.00</b>	Beef Bolognaise Spaghetti Sweetcorn or Salad Optional Garlic Bread Vegan mince bolognaise	Braising Steak OR Roast Pork, stuffing, gravy, carrots, mashed potato, cauliflower cheese, parsnips	Chicken Tikka Rice Broccoli Optional Naan Bread Vegan style chicken in black bean sauce	Roast Chicken Roast Potato, stuffing, mixed vegetables, gravy Vegan mince pie	Roast Beef and Yorkshire, gravy, mashed potato, roast potato, brussels, parsnips, carrots, cauliflower Fish, chips peas
<b>Hot Sweet £0.75</b>	Bakewell Tart and Custard	Apple/Blackberry Pie and Custard Bread/Butter Pudding	Chocolate Orange Sponge and Custard	(Cold) All Milk Chocolate Whip	Cherry Crumble and Custard
<b>Vegetarian £1.00 - £2.00</b>	Plain Omelette Salad and Pasta	Salmon Bake Carrots and Salad Cheese Flan Fish	Cheese Pizza Wraps, Wedges, Salad	Cheese Pasta Bake Mixed Salad Vegetables	Cheese Flan
<b>Vegan From £1.10</b>	Vegan options available daily	Vegan options available daily	Vegan options available daily	Vegan options available daily	Vegan options available daily
<b>Snack Option From £1.10</b>	Pizza and Salad Fish Fingers, mash and sweetcorn/peas Vegan pizza	Breaded Chicken Fillet Bread Roll or Pitta Salad/Beans Vegan chicken style burger	Tikka Wrap Wedges, Sausage & Onion, bread roll, baked beans/salad Vegan cheese wrap	Roast Chicken and stuffing baguette French Stick pizza and salad	Breaded Chicken Fillet Goujons, chips, salad, peas Vegan nuggets Vegetarian nuggets
<b>Deli From £1.20</b>	Plain Pasta available daily as a meal with vegetarian, vegan or meat and tomato base sauce A selection of hot Panini's				
<b>Salad From £1.60</b>	Salad and Pasta Bowls available daily with salads having different fillings: Chicken Tikka, Prawns, Tuna, Chives and Chicken and Cheese. Pasta Pots are alternative of Tuna mayo and tomato sauce				
<b>Jacket Potato £1, each filling 50p</b>	Served daily with filling of: Butter, Cheese, Coleslaw, Tuna, Baked Beans, Prawns Tuesday: Chicken Tikka, Thursday: Bolognaise Sauce, Friday: Chicken Korma				
<b>Cakes and Biscuits From £0.50</b>	Iced Buns Shortbread Jambo Chocolate Muffin	Flapjack Iced Sponge Nursery Wheels Iced Buns	Doughnuts Chocolate Sponge Midi Biscuits Afghan Biscuits	Plain/apple Muffin Carrot Cake Chocolate Krispie Shortbread Iced Buns	Iced Buns Chocolate Haystacks Flapjack Custard Biscuits Iced Sponge
<b>Drinks From £0.20</b>	Selection of drinks available at break and dinner time menus: Milk, Yoghurt, Fresh Fruit and Fruit Pots available daily <i>Filtered water from machine available at all times</i>				

# 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
- Breakfast club
- Anger management support/Bereavement support/Life skills group/Emotional Literacy group
- Community involvement
- Someone to talk to: student wellbeing manager, 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
  - ◇ Knighton

# Expectations of Students

## ***At All Times***

- Students are courteous, polite and respectful
- Students carry out any reasonable request from a teacher or member of College staff at once, without argument
- Students wear appropriate dress and bring all necessary equipment
- Students only eat at break and lunchtime and leave chewing gum at home

## During lessons TECC students:

- hang up their outdoor wear and prepare to work as quickly and quietly as possible
- answer *yes* or *present* when a register is taken
- look at and listen to the teacher whenever they are talking to the class
- remain seated unless given permission to move around
- speak politely to the teacher and to other students
- respect other people and their opinions and ideas
- concentrate
- pack away equipment when asked to do so
- place their chair neatly under the desk before leaving the classroom by the fire door or nearest external door
- always try their best - no-one will ask for more

## Movement Around College - TECC students:

- enter and leave classrooms using the fire door or the nearest external door
- walk quickly and quietly along corridors keeping to the left hand side
- keep to the left when using the stairs
- wait sensibly if the corridor is crowded and walk in single file
- only use the front door if arriving late at college
- at the beginning of the day enter the college through the Science doors
- store their bag in lockers or the pigeon holes (not on the floor)
- line up quietly outside classrooms, in single file or enter sensibly if asked to do so
- hold doors open for others
- carry footballs in a bag

## Break Times - TECC students:

- go outside quickly and quietly
- only eat and drink in the dining room or outside of the building
- place all litter into a bin

## Lunchtimes - TECC Students:

- go outside quickly and quietly unless they are eating lunch, attending a lunchtime activity or have been given permission to remain inside. (If inside, they sit on a chair in one of the designated rooms)
- only bring string bags into the dining room/clear away plates and rubbish/place chair neatly under the table before leaving the dining room. Eat food that is bought at lunchtime in the dining room
- keep away from the following areas at lunchtime: The MFL Base, the AD&T rooms, the Science area and ICT rooms (unless supervised)
- leave bags in Period 5 lesson or locker in the first 5 minutes of lunchtime/collect on first bell at end of lunchtime

## Bus Queue - TECC Students:

- line up sensibly at the appropriate place for their bus

## Journey to and from College - TECC students:

- display the same high standard of behaviour.

## As they walk or travel by bus to and from College TECC students:

- treat each other, teachers, bus drivers and members of our community with courtesy and respect.



## Protected Learning

Thomas Estley community College is committed to maintaining the right of students to learn and teachers to teach. Where a student's behaviour impacts negatively on their own or other's learning in the classroom a "3 strikes and you're out" approach is adopted (please refer to the Rewards and Behaviour policy on the college website). This gives students the opportunity 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 Insight.**

## 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 the library

Recommended additional resources to enhance learning:

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

## 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.



## 'The Thomas Estley Way' Rewards



Rewards are given to students who demonstrate the character traits of 'The Thomas Estley Way', in lessons and/or around College. Each half term we focus on a particular section of the wheel and students will receive rewards when they demonstrate these traits:

- Autumn term 1: Perseverance, Passion for learning, Problem solving  
Autumn term 2: Respect, Integrity, Cooperation, Passion for learning  
Spring term 1: Resilience, metacognition, Independence, Passion for learning  
Spring term 2: Kindness, Approachability, Empathy, Passion for learning  
Summer term: Courage, Risk-taking, Creativity, Passion for learning

Rewards will be entered onto 'PARS' by the class teacher and a stamp will be recorded in student exercise books. Students who go 'above and beyond' will receive a postcard home.

Rewards will be counted each half term and the 5 students in each year group with the highest number will be invited to a 'special Friday treat' on the last Friday of each half term. This could include cake with Mrs Collins, Pizza with a friend, first into lunch with a friend and many more!

### Students can also receive leadership rewards points for the following:

- Representing the school in a sport
- Representing the college in a community event
- Organising a community or college event

**The student from each year group with the highest number of rewards will receive a free ticket to the end of year reward trip**



Students can email [morethanaschool@thomasestley.org.uk](mailto:morethanaschool@thomasestley.org.uk) if they would like to nominate a friend who demonstrates any of 'The Thomas Estley Way' qualities

## 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.

# Thomas Estley Community College Uniform 2020-21

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
<p>College Blazer with college logo</p> 	<p>All students <b>must</b> have an official blazer. Students will be allowed to remove their blazer in lessons, but must wear their blazer around college</p>	<p>To be purchased from: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a></p>
<p>Grey V-neck jumper or cardigan with college logo</p> 	<p>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.</p>	<p>To be purchased from: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a></p>
<p>Clip-on college tie</p> 	<p>A tie <b>must</b> be worn at all times (including break and lunch time) except when participating in PE.</p>	<p>To be purchased from: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a></p>
<p>White formal school shirt with stiff collar and short/long sleeves</p> 	<p>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.</p>	<p>Widely available from supermarkets and high street retailers e.g. M&amp;S, Asda, Tesco etc.</p>


Uniform Items	Specific guidelines	Availability
<p>Full length, plain grey, formal school trousers</p> 	<p><b>This includes none of the following:</b>  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> <p>Trousers are acceptable for both male and female students.</p>	<p>Widely available from supermarkets and high street retailers e.g. M&amp;S, Asda, Tesco etc.</p>
<p>Knee length, plain grey, formal, <b>full-pleated</b> skirt</p> 	<p>This <b>does not</b> include:  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> <p>Plain grey or black tights or socks must be worn with skirts - not leggings or footless tights.</p>	<p>Widely available from supermarkets and high street retailers e.g. M&amp;S, Asda, Tesco etc.</p>
<p>Footwear must be fully black.  No canvas shoes to be worn.</p>		<p>Widely available from supermarkets and high street retailers e.g. M&amp;S, Asda, Tesco etc.</p>
<p>Socks</p>	<p>These should be plain black or grey with no coloured frills/lace</p>	<p>Widely available from supermarkets and high street retailers e.g. M&amp;S, Asda, Tesco etc.</p>





**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.

**Coats must not be worn inside the building**

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

Uniform Items	Specific guidelines	Availability
Training shoes (clean for indoor) and football boots	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: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a>

Uniform Items	Specific guidelines	Availability
Tracksuit top with college logo 	<b>This is optional</b>	To be purchased from: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a>
Navy blue or black shorts (tracksuit bottoms optional) 	Compulsory for all students	Widely available from sports retailers.  Items with college logo ( <b>this is optional</b> ) to be purchased from: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a>
Socks 	Navy blue or black football socks	Widely available from sports retailers
Rugby shirt with college logo 	<b>This is optional</b>	To be purchased from: <a href="http://www.yourschooluniform.com">www.yourschooluniform.com</a>

**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.

## 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.

All students at Key stage three will follow a homework timetable and this will clearly state when this work is to be set. The work will be set using the online portal Show My Homework. This can be accessed via computer or portal device, and parents will be given a separate pin to access also. The basis of all homework at Key Stage three will be practice for a retrieval quiz, based on information from the knowledge organiser. This allows students to retrieve knowledge from last lesson, last week and further to help them with their long term memory.

In addition to this students may also be given additional activities such as;

- Questions
- Research
- Flipped learning—students prepare in advance for the lesson
- Reading
- Extended writing
- Preparation assessments
- Consolidation of learning
- Practice examination questions/past papers
- Speaking and listening tasks
- Group work
- Preparing for a presentation
- Collecting information/evidence/artefacts
- Redrafting and improving
- Developing or extending work done in class (not simply “completing” which might disadvantage less able student)


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 must 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 4, individual subjects will provide knowledge organisers and revision guides to help support students learning and knowledge retention. Key stage 4 will also be provided with a homework timetable and work will be set using the Show My Homework Portal.

Key Stage 4 homework will be focused on retrieval practice for subject knowledge and practice of GCSE skills and exam requirements for each course.

Leadership and Character programmes - entitlement for all students	Optional and targeted leadership and character programmes for some students	
<b>Year Seven</b> Enterprise for Africa module	SSAT leadership accreditation at Bronze, Silver, Gold	
<b>Year Eight</b> Reception work experience programme	Arts Award accreditation at Bronze, Silver, Gold	
<b>Year Nine</b> Specialisms leadership curriculum	Student Council Representative	
The entitlement to one or more leadership focus activities during <b>Years seven to Ten</b> (e.g. to lead a college tour, represent a department, volunteer on Parents Evening, take part in a staff selection panel, take part in student voice focus panel)	Student Ambassador	
	College Environment Group member	
	Volunteering in the Centre	
	Sports Leader in primaries and pre-school	
	Sports Coaching opportunities	
<b>Year Eleven</b> Futures module	Language Leader	
 <p><b>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.</b></p>	<b>Year Eleven</b> National citizenship Service Programme	
	LEGO, STEM and Computing Challenge groups	
	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 Social Issues programme	
	<p><b>Opportunities vary slightly year on year</b></p> <div data-bbox="975 1487 1326 1765" style="background-color: #8B4513; color: white; padding: 10px; text-align: center;"> <p><b>CHARACTER</b> is how you treat those who can do <b>NOTHING</b> for you.</p> </div>	

*'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**



## Well-being Zone

The Wellbeing Zone 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. A student well-being manager supervises the zone and its staff.



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

Every Monday after school we run our Mindfulness Meditation sessions, delivered by a well-being worker, who works in many schools across Leicestershire delivering effective courses to support young people.

We also have our new 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.

*"The Well-Being Zone 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@thomastestley.org.uk](mailto:talk@thomastestley.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 Parentmail PMX.

## 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.

## Tutors

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.

## 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.

# ICT Acceptable Use Agreement

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](http://www.thinkuknow.co.uk)

[www.ceop.police.uk](http://www.ceop.police.uk)

[www.saferinternet.org.uk](http://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** only use mobile phones and headphones outside the school building and only during break and lunchtimes.

Headphones must not be visible whilst in the school building.

**Having a mobile telephone is not essential as all communications can be made via the phone outside of College reception.** The possession of a mobile phone is a privilege that is granted to students only if certain rules are followed:

- it must be switched off during lessons
- it must not be visible within college
- the mobile number must be held on a central list of all numbers which is kept in the College Office
- students must notify reception of any change to their mobile phone number
- mobile phones must not be used inside the College building without special permission

### **Phones MUST NOT be used to:**

- Surf the Internet without special permission
- Access social media
- Take photographs / videos on College site unless instructed by teaching staff for learning purposes
- Send inappropriate messages or pictures
- Use Bluetooth technology
- Listen to music in the college building unless instructed by a teacher

Please note:

Any electronic devices, jewellery (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 reception and it will need to be collected by a parent or carer at the end of the school day.***

***Confiscated headphones will be returned to the student at the end of the day. If headphones are confiscated on a further occasion then a parent or carer will be required to come in to collect them.***

***In serious or continuous breaches of the rules the privilege of bringing a mobile phone to college will be withdrawn from the student.***

# Communications and On-Line Payments

## Parentmail PMX

The College currently uses Parentmail PMX 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 Parentmail PMX, 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 Parentmail PMX so they can prepare your account. Parentmail PMX will send you a welcome email from the Parentmail PMX system which includes a hyperlink within the body of the email to the Parentmail 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 esystem 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](http://www.successat.org.uk).

## 1.0 The Personal data we hold

- 1.1 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.

## 2.0 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

## 3.0 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 above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## 4.0 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.

## 5.0 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.

## 6.0 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

## 7.0 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.

## 8.0 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.

## 9.0 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.

## 10.0 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

## 11.0 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.

## 12.0 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/](http://ico.org.uk/concerns/)

## 13.0 Further information

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer, Rich Fegan at [data@thomasestley.org.uk](mailto:data@thomasestley.org.uk) or speak with your child's Head Teacher.



## 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 practise the Skills for Life and Work in an additional context. These opportunities, open to all students, suit themselves well to Key Stage Three, before the demands of Key Stage Four courses come into play, and we encourage you to take advantage of one or more of them, if at all possible.

We are aware that many parents appreciate time to discuss these with their children and to plan which, if any, to apply for and to budget for the costs involved. It may also be that family Christmas or birthday presents can help support the cost of planned trips. With that in mind, our typical annual offer of residential activities, with ballpark figures for costs, is listed below. These will of course vary on an annual basis depending on tour companies' prices, transport and insurance costs, entrance fees, availability etc, but they will give you some idea of prices and schedules. 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.*

Yr8	March	<b>Paris Trip</b> (4 days) Experience French culture and the French language	Around £400
Yr 7	April	<b>Normandy Trip</b> (3 days) Experience French culture and the French language	Around £300
Yr 7 to 10	Easter Holidays	<b>Ski Trip</b> (1 week) Skiing in Europe including full tuition, ski rental and après ski programme. This trip runs every other year	Around £1000
Yr 8 or 9	December	<b>Geneva Trip</b> (4 days) Maths and Science SERN Trip to Geneva. This trip runs every other year	Around £500
Yr 9	June	<b>London Arts Trip</b> (2 days) Experience world class theatre and classes with professional actors	Around £200 - £300
Yr 9 or 10	Sept	<b>Language Residentials</b> in Year 9-10 will include a Barcelona Trip to experience Spanish culture and language	Around £400

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, e.g. Year 10 Geography Fieldwork Residential.

## Payments for Educational Visits

A range of educational visits is 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 Parentmail PMX 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 Parentmail PMX.

## 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. The consent will automatically expire after this time.
- 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

### Team Leaders/Deputy Safeguarding leads:

Thomas Estley	Carolyn Ward	cward@thomasestley.org.uk
Sutton	Ashley Munton	amunton@thomasestley.org.uk
Sutton	Nick Robinson	nrobinson@thomasestley.org.uk
Thorp	Jane Martin	martin@thomasestley.org.uk
	Sarah Lee	slee@thomasestley.org.uk

### Student Wellbeing Manager:

Gemma Cooper                      gcooper@thomasestley.org.uk

### Attendance Improvement Officer:

Joanne Porter                      jporter1@thomasestley.org.uk

### Chair of Governors:

Bruce Perrett                      patotheprincipal@thomasestley.org.uk

### School Nurse

0116 215 3245

### Leicestershire County Council

Admissions	0116 305 6684
Bus Passes	0116 305 0002
Free School Meals Service	0116 305 6588

