

Year 7

Information Booklet



September 2020

Welcome to your new school

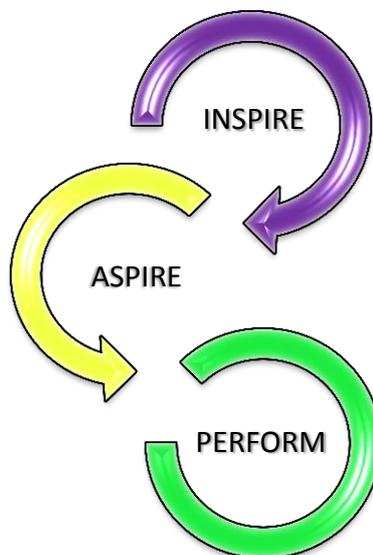
Welcome to Denton Community College.



Our School motto of 'INSPIRE, ASPIRE, PERFORM' unites us and underpins everything we do at Denton Community College. This expression forms our ethos, drives our curriculum and reminds us of our common goal to ensure all students reach their full potential.

We see it as a privilege to be entrusted with the education of young people and understand that every child is different. As an inclusive centre for learning, we never lose sight of this and are adaptable, flexible and creative with our provision.

We recognise that every child that passes through our door forms part of the future of our school, our wider community and the wider world.



Our Vision

We will:

- Provide a curriculum and classroom experience which will inspire all our students to become lifelong learners.
- Strengthen our community by building confidence in the young people of Denton so they aspire to achieve.
- Ensure inclusive practice breaks down barriers to learning, removes excuses and allows students to perform to the best of their ability.



As a stakeholder of Denton Community College, whether student, staff or governor we strive to ensure that all our work is characterised by the following values:

COURTESY
EMPATHY
INCLUSION
INTEGRITY
RESPONSIBILITY
RESPECT

The information in this booklet is designed to support you through your first few days here at Denton Community College. Read through this booklet with your parents / carers and if you have any further questions, please do not hesitate to contact the school.



Message of welcome from Mr Rule (Headteacher)



Dear Student

I would like to take this opportunity to welcome you to Denton Community College and personally thank you for choosing our school for your secondary education.

The first year at secondary school is a big step and can often be very daunting for you and your parents / carers. There will be lots of new and interesting subjects to get used to, a different building to explore and new friends to meet. We understand that settling in doesn't always happen immediately, however, under the guidance of Mrs Stafford (Head of Year 7), we will support you every step of the way.

Lessons at secondary school are a very different experience to those at primary level. Our teachers are subject specialists with very high standards who want to support all our students in realising their potential. In Year 7, students are expected to work hard, take responsibility for their behaviour and maintain a positive attitude towards their learning.

There are so many exciting opportunities to take advantage of outside of lessons, from sports teams, lunchtime clubs and an extensive range of enrichment activities. Our students and staff work hard, but we make sure we all enjoy school life too. We expect Year 7 to throw themselves into their first year at Denton Community College and make every day count.

I am very much looking forward to meeting you and welcoming our new Year 7 cohort in September, as well as celebrating all your future successes.

Yours sincerely

Greg Rule

Headteacher



Why not follow DCC on Twitter?

@HeadteacherDcc & @DCC_News



College Uniform

Once you become a student at Denton Community College, you become an ambassador for our school. As such you will be expected to always wear your full College uniform with pride. In doing so it will:

- Give you a sense of belonging to Denton Community College
- You will appear smart and ready to learn
- It will help prepare you for the world of work



The official Denton Community College uniform consists of:

- Purple blazer which includes the College logo
- DCC purple tie
- White button shirt or blouse which will allow a tie to be clipped to the collar
- Charcoal grey tailored trousers which are fitted to the waist
- DCC Tartan skirt (knee length)



- Plain black or charcoal socks or tights
- Black (polishable) low heel shoes
- Optional item - Charcoal grey sweatshirt with green trim
- Optional items - One pair of stud earrings (only one stud in each lobe) and one wrist watch

The official suppliers of our uniform are: F. R. MONKHOUSE
217 Chestergate, Stockport, SK3 0AN (Tel: 0161 476 7210)
<https://www.monkhouse.com/c/125/Denton-Community-College>

Please note that the following are not allowed at Denton Community College as part of our uniform policy:

- Extreme hairstyles (cut & colour)
- Black or light grey trousers or skirts
- Jersey or stretchy trousers or skirts
- Shirts or blouses with a logo
- Trainers (sports branded) or footwear identified as not acceptable
- Hoodies (in the building)
- Outdoor coats (in the building)
- Facial or tongue piercings
- More than one sleeper / stud earring in each ear lobe
- Gel or acrylic nails or nail varnish
- Excessive make-up

Please note that the following items of footwear are not allowed at Denton Community College as part of our uniform policy:

- Trainers (sports branded)
- Vans or Converse (leather or canvas)
- Mules or Slingbacks
- Canvas pumps
- Boots (above the ankle bone)

Further details regarding our uniform can be found on our website by clicking [here](#) and acceptable footwear (including images) can be found by clicking [here](#).

The Denton Community College sport (PE) / dance kit consists of:

- Denton Community College black T –Shirt with logo
- Black Shorts
- Black Socks
- Trainers (non-marking)



Your First Day

Starting a new school is very daunting and you may feel anxious, don't worry about this it is very normal and I can reassure you every current Year 6 student will be feeling the same way. Below are a few pointers to help you on your first day:

- School will start at 8.40am please do not be late.
- Enter the school at the main entrance and you will be directed to sign in.
- You will then be directed into our theatre where you will be sat with your new form.
- We will welcome you to the school and then you will be introduced to your new form tutor who will escort you to your form room.
- In form you will be given your timetable and you will be given a tour of your new school.
- Further details regarding your first day will be shared with you later this term.

On your first day you will be expected to attend in full school uniform and be equipped with the items set out in the next section. We do not own our building and therefore chewing gum is not allowed on site. In addition to chewing gum we do not allow fizzy or energy drinks due to health issues that can be caused by these. If these items are found they will be confiscated by members of staff and disposed of.

Most of all on your first day we want you to enjoy yourself. If you do feel at all anxious speak to your form tutor or one of our prefects who will be more than happy to help.

Your School Bag

It is very important that you check your timetable every evening to check you have all the books and equipment you need for learning the next day. Being properly prepared and equipped each day will mean you are ready for learning as soon as you arrive at College. Each day, you will need to bring the following essential equipment with you to school:

- Pens (black or blue ink) plus a green biro
- Pencils
- Ruler
- Rubber

It is also useful, but not essential, to have a calculator and coloured pencils.

On your first day, you will be issued with a student diary, which should be brought into school each day so that you can keep track of homework and any specific requirements you may need for certain lessons.

Your School Day

At Denton Community College, our school day starts at 8.35am with a warning bell that tells students to move to their form rooms for registration. The remainder of your day is as follows:

- **Registration** **8.40 to 9.00**
- **Period 1** **9.00 to 10.00**
- **Period 2** **10.00 to 11.00**
- **Break** **11.00 to 11.20**
- **Period 3** **11.20 to 12.20**
- **Period 4** **12.20 to 13.20**
- **Lunch** **13.20 to 13.50**
- **Period 5** **13.50 to 14.50**
- **End of the day** **14.50**

Please note that there is a five minute warning bell before the end of break (11.15) and lunch (13.45) so students can begin to make their way to the next lesson.

When arriving and leaving the College site at the beginning and end of the school day, you should access the building via the Year 7 Homebase doors. Students should not use the doors at the main reception between 8.00am and 3.00pm. The exception to this is if students are arriving late or leaving early due to an authorised absence (e.g. medical appointment).

Entry and exit points for the College grounds are via Taylor Lane (Pedestrian Gates) and Crown Point North Retail Park (between 'Game' and 'H&M').

Please note that these entrances will be shut and locked at 8.40am when the registration bell sounds and will not be unlocked until 2.50pm. Any student arriving after 8.40am will need to enter the building via the 'Student Entrance' to the right of the main reception doors if before 9.00am, or via the main reception if arriving later.

If dropping students off at the College or picking them up, please use the car park at Crown Point North or the pull in areas off Taylor Lane at the front of the College building. Please note we have a number of disabled students who require access to our clearly designated disabled parking spaces.

Attendance

We celebrate good attendance and reward students each term with badges and prize draws for demonstrating attendance over 95%.

There are 190 College days each academic year and it is important to attend every day. By being in school, you maximise your learning potential and prepare yourself for the world of work. With the introduction of the new GCSEs, we see that having an attendance of 90% or less will disadvantage you by on average 2 full grades. Whilst 90% attendance may seem quite high, it actually means you will miss 19 days each academic year, or a whole term of learning across the five years you spend with us.

If you are unavoidably ill, please make sure that your parent / carer contacts the College on the first day of your absence. If you have an emergency or specialist medical or dental appointment and will be missing College, please inform your form tutor or Head of Year by bringing in a letter or relevant dental / medical card. Please note that routine appointments to the dentist (hygienist) should be made after school or during the holidays.

Please be aware that family holidays taken during term time will not be authorised unless deemed as an extraordinary circumstance (by the College). We work closely with the local authority regarding attendance and do seek prosecutions when we feel poor attendance is significantly impacting on the progress of students. A copy of our Attendance Policy can be viewed by clicking [here](#).

Punctuality

Registration starts at 8.40am and as with the world of work, any student arriving after this point will be marked as late. We do recognize that on some occasions this can be unavoidable and we ask parents / carers to contact the College directly to inform us when this is the case. Students without a legitimate reason for their lateness will receive a sanction that day at break or dinner time as a consequence.

Signing out

We have already outlined that we expect routine medical and dental appointments should be made outside of school hours. We do, however, realise that more urgent treatment or specialist consultations may require you to leave College during the school day. If this is the case, please bring a note which has

been signed by your parent / carer into school so that your teachers are aware that you will be leaving early. At the appropriate time, you should make your way to the main reception area and sign out at the student reception desk.

If you are returning to school, or arriving late after 9.00am, you should sign in at the student reception desk so that the appropriate attendance marks can be recorded against your name.

Illness & Accidents

If you feel unwell or have an accident during the school day, you must tell a member of College staff straight away. Your class teacher will send for a qualified first aider who will assess your medical situation and will advise and act accordingly. If you are too ill to remain at College, or if hospital treatment is necessary, then your parents / carers will be contacted so that the appropriate arrangements can be put in place.

Under no circumstances are students allowed to leave the College premises without permission being sought from parents / carers and by a member of staff. All students who leave the building must sign out.

Medicines

If you need to take medication whilst at College for a short or long term medical condition then your parent / carer must make an appointment to complete a Health Care Plan with a member of staff.

All medicines held in the College must be prescribed and in the original packaging. This packaging should clearly state the student's name, drug name and dosage.

Please do not ask for aspirin or other tablets whilst at College. We are not allowed to distribute pain relief medication, unless it has been prescribed and recorded as part of a Health Care Plan.

If for any reason you need to use crutches or a wheelchair, your parent / carer must make an appointment to review our Crutch Policy and complete a Health Care Plan with a member of staff.

Rewards

At Denton Community College, we want to reward students as much as possible and celebrate their success.

A variety of rewards are given to students for hard work, good progress and positive attitudes to learning. In addition, students may be rewarded for acts of kindness, contributions to our community and upholding our core values of **COURTESY; EMPATHY; INCLUSION; INTEGRITY; RESPONSIBILITY & RESPECT.**

Rewards come in many forms, which may include Go4Schools points which contribute to our reward badge scheme, certificates, praise postcards, phone calls home and ultimately prize draws.

Behaviour and Sanctions

At Denton Community College, we always expect and encourage positive behaviours and attitudes to learning. Unfortunately, pupils sometimes do not make the right choices and sanctions for their behaviour need to be applied. These sanctions may include detentions at break-time, lunch-time or after school, referral to a senior member of staff, a letter or phone call home to parents, or being placed on a behaviour report card.

If poor behaviour is repeated, or is more serious, sanctions may include internal seclusion with a member of staff for a day, exclusion to another school for a day or more, or a fixed term exclusion from the College.

A copy of our Behavior Policy can be viewed by clicking [here](#).

Bullying

Bullying will not be tolerated at Denton Community College. All incidences of bullying will be dealt with severely. We will take disciplinary action if students engage in verbal abuse of any member of the College, or continually disrupt the learning of others. A copy of our Bullying Policy can be viewed by clicking [here](#).

Mobile Phones

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping students to feel safe and secure. However, we also recognise that they can prove a distraction in College and can provide a means of bullying or intimidating others.

Mobile phones and headphones must not be visible in classrooms. Students using phones and headphones in classrooms without the permission of staff will have them confiscated.

Confiscated phones and headphones will only be returned to parents or carers after 3.00pm from the main reception.

Safeguarding & Child Protection

Here at DCC we have a wide range of staff that make up of our dedicated Student Support Team, all of whom are fully trained in our safeguarding procedures. We ask that a student's form tutor should be a first point of contact for families followed by their Head of Year (Mrs Stafford).

The following members of staff are all fully Designated Safeguarding Lead trained:

- Mr Rule (Headteacher)
- Mr Cumming (Deputy Headteacher)
- Mrs Graham; Mr Haslam; Ms Kilbane & Mr Nixon (Assistant Headteachers)
- Mrs Slattery & Ms Donbavand (Child Protection Officers)

In addition, we have staff with roles focused on supporting attendance, on student well-being and we have a number of learning mentors in school. You can also find advice and guidance around online safety on our school website and by clicking [here](#) you can view our Child Protection Policy.

E-Safety Advice

More than ever when you start secondary education your online presence will increase. It is very important that you are fully aware of the risks and ways in which you can keep yourself safe when online. To help support you and your parents with this, please follow the links below for the relevant sections of our College website.

To view E-Safety support and guidance for your parents / carers please click [here](#).

To view E-Safety Support and guidance for you (Student) please click [here](#).

To view advice and guidance on Cyberbullying please click [here](#).

Making Payments & School Meals

A Cashless System

Be it paying for school dinners or a school trip, at Denton Community College we use a cashless payment system for parents and a biometric system for students to pay for their food. These have been introduced to minimize the amount of cash students need to have about their person on any given school day.

ParentPay

Denton Community College operates the online payment system 'ParentPay' which allows parents and carers to add funds electronically to their child's account. These funds can then be used at our catering points to purchase items from the school shop or to pay for school trips. Activation details will be posted out once a student's admission details have been uploaded on our database.

More information can be found via our website by clicking [here](#).

Biometrics

Denton Community College has a biometric system which enables students the opportunity to purchase all hot/cold food, drinks and snacks. Free School Meal (FSM) students have their money loaded directly onto their account by the College each day. These funds are uploaded after break and must be used that day. FSM students are unable to carry over funds to the next day.

We would like to reassure parents / carers that we do not keep images of fingerprints. Each time the finger is scanned, the image is turned into a new digital code so that there is no need to store the image of the fingerprint. The digital code produced cannot in turn be reinterpreted back into an image.



A Biometric Registration Form will need to be completed to enable your son/daughter to have access to lunch tills, as well as printing equipment in College.

Frequently Asked Questions:

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint, we can turn this information into a digital signature.

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint into a digital code. The image of the fingerprint is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint.

What happens when my child leaves the College?

When a student leaves College, all data can be deleted very easily.

How does it work?

When the student places his/her finger on the scanner, the software matches their fingerprint with the unique digital signature held in the database.



Denton Community College

Term Dates and Holidays 2020/21



Autumn Term

- Staff INSET Day – Tuesday 1st September 2020
- Students Return to College – Wednesday 2nd September 2020
- Students Break Up – Friday 23rd October 2020
- Half Term Holiday – Monday 26th October to Friday 30th October 2020
- Students Return to College – Monday 2nd November 2020
- Students Break Up – Friday 18th December 2020
- Christmas Holiday – Monday 28th December 2020 to Friday 1st January 2021

Spring Term

- Staff INSET Day – Monday 4th January 2021
- Students Return to College – Tuesday 5th January 2021
- Students Break Up – Friday 12th February 2021
- Half Term Holiday – Monday 15th to Friday 19th February 2021
- Students Return to College – Monday 22nd February 2021
- Students Break Up – Thursday 1st April 2021
- Easter Holiday – Friday 2nd April to Friday 16th April 2021

Summer Term

- Students Return to College – Monday 19th April 2021
- Bank Holiday – Monday 3rd May 2021
- Students Break Up – Friday 28th May 2021
- Half Term Holiday – Monday 31st May to Friday 4th June 2021
- Students Return to College – Monday 7th June 2021
- Students Break Up – Friday 16th July 2021
- Staff INSET Day – Monday 19th July 2021
- Summer Holiday – Tuesday 20th July to Tuesday 31st August 2021