

# Year 7

## Information Booklet



# September 2021

# 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**  
**RESPECT**  
**RESPONSIBILITY**

We have developed this booklet to provide the information you may need during your first few days here at Denton Community College. Read through the booklet with your parents / carers and if you have any further questions, please do not hesitate to contact the school.





## Welcome to Denton Community College



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 may take some time, however, under the guidance of Mrs Hart (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)

Our Website: [Denton Community College](https://www.dentoncommunitycollege.co.uk)

Our Twitter: [College News](https://twitter.com/CollegeNews) and [Headteacher@DCC](https://twitter.com/Headteacher@DCC) 



## Uniform at Denton Community College

Once you become a student at Denton Community College, you become an ambassador for our school. You will be expected to always wear your full College uniform with pride when in the building as well as on your journey to and from school. The purpose of our school uniform is that:

- It identifies our students with our school
- It is fair and makes students feel equal in appearance to their peers
- It promotes a sense of pride in our school
- It engenders a sense of community and belonging towards our school
- It is practical and smart

### PRACTICAL PARITY IDENTITY COMMUNITY PRIDE



(Our 2020/21 Head Boy (Oliver) and Head Girl (Holly) in our uniform)

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

Please note that the following items of clothing are not part of our uniform policy and are therefore not allowed at Denton Community College:

- 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
- Bracelets, bangles, rings & visible necklaces
- 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 part of our uniform policy and are therefore not allowed at Denton Community College:

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

The Denton Community College PE / dance kit consists of:

- School PE top (with logo) or a plain black t-shirt (no branding)
- School shorts (with logo) or plain black shorts (no branding)
- School tracksuit bottoms (with logo) or plain black tracksuit bottoms (no branding)
- Plain black leggings (no branding)
- Trainers with non-marking soles
- For outdoor PE a School hoodie (with logo) or a plain black hoodie (no branding)

The Denton Community College PE & dance kit forms part of the overall school uniform. Therefore we have the same expectations regarding the standards of this kit as with all our uniform.



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



## Things You Need to Know



### 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.

Above all, we want you to enjoy yourself on your first day. 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

When you arrive and leave the Denton Community College site at the beginning and end of the school day, you should enter and leave 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 a student arrives late or is leaving early due to an authorised absence (e.g. medical appointment).

The Homebase doors are opened at 8.30am so that students can enter the building, go to the toilet and make their way to the classroom for a prompt start to Period 1 at 8.40am. At 8.35am, a warning bell signals to students that they should make their way to the classroom so learning can begin on time.

The school day for Year 7 is as follow:

<b>Time</b>	<b>Event</b>
<b>8.35am</b>	<b>Warning Bell</b>
<b>8.40 to 9.55 am</b>	<b>Lesson 1</b>
<b>9.55 to 10.05 am</b>	<b>Movement &amp; Sanitisation</b>
<b>10.05 to 11.20 am</b>	<b>Lesson 2</b>
<b>11.20 to 11.45 am</b>	<b>Lunch</b>
<b>11.45 am to 12.10 pm</b>	<b>Pastoral Curriculum: Registration / Tutorial / Assembly</b>
<b>12.10 to 1.25 pm</b>	<b>Lesson 3</b>
<b>1.25 to 1.35 pm</b>	<b>Movement &amp; Sanitisation</b>
<b>1.35 to 2.50 pm</b>	<b>Lesson 4</b>
<b>2.50 pm</b>	<b>End of the School Day</b>

Please note that the beginning and end of each event in the school day is announced by the school bell.

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 Period 1 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 that we have a number of disabled students who require access to our clearly designated disabled parking spaces at the front of the building and we request these are left empty for blue badge holders.

### **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 parent / 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   RESPECT   RESPONSIBILITY**

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 Behaviour Policy can be viewed by clicking [here](#).



**Be Diligent**  
**Be Considerate**  
**Be Courteous**  
**Be DCC**

### **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 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 Hart).

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

- Mr Rule (Headteacher)
- Miss Kilbane (Designated Safeguarding Lead & Assistant Headteacher)
- Mrs Slattery & Miss Donbavand (Child Protection Officers)
- Mrs Hart (Head of Year 7)
- Mr Cumming & Mr Haslam (Deputy Headteachers)
- Ms Cooper, Mrs Graham & Mr Nixon (Assistant Headteachers)

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](#).

## Parents & Carers

### 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 and contactless card system for students to pay for their food. These have been introduced to minimize the amount of cash students need to have on 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 onto our database.

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

#### Biometrics and Contactless Cards

Denton Community College has a biometric system which enables students the opportunity to purchase all hot/cold food, drinks and snacks. As a safety precaution during the COVID pandemic, this system has been temporarily replaced with a contactless card system to reduce the number of touch surfaces for students. The biometric and card system links directly to the ParentPay account as a means of payment.



#### Free School Meals

Students entitled to free school meals (FSM) will have their allowance loaded directly onto their account by the College each day. These funds are uploaded before lunch and must be used that day. The FSM allowance will not be carried forward to the next day.

If you believe your child is entitled to FSM, please apply online via

<https://www.cloudforedu.org.uk/ofsm/sims-tameside>

Additional information regarding free school meals can be found by clicking [here](#).

#### Data Protection

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.



When you complete the admissions form we will ask for your permission to register your child for the biometric system, this will enable your son/daughter to have access to lunch tills, as well as printing equipment in College.

### **Frequently Asked Questions:**

#### **How does it work?**

For the biometrics, when the student places their finger on the scanner, the software matches their fingerprint with the unique digital signature held in the database. For the contactless cards, each student is issued with a card, similar to a bank card. This card has an individual identifier which is linked to their ParentPay account. The tills are fitted with card readers which read the card and deduct the balance from the linked ParentPay account.

#### **What if my child loses their card?**

A new card can be purchased via Parent Pay. There is a charge of 50p for the first replacement card and £1 for each replacement thereafter.

#### **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 biometric data will be deleted and any ParentPay balance can be withdrawn.



## Acceptable Use Policy 2021



Denton Community College students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, etc.).
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line – to parents/carers, school staff or via the CEOP website.

### **I will act as I expect others to act toward me:**

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- If I have concerns about another student's use of ICT (e.g. unsafe or risky behaviour; malicious or inappropriate behaviour online), I will report this to a member of staff to ensure that students at Denton, and our ICT systems, remain safe.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I understand that any misuse of ICT will be followed up in line with the school behaviour policy

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones / USB / digital devices etc.) in school if I have permission.
- I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment and that my behaviour is still covered by the school behaviour policy.



## Student / Parent / College Agreement



### As a student, I commit to:

- Care about my wellbeing and safety.
- Work to the best of my ability at all times.
- Come to College with all the equipment I need.
- Wear the correct uniform (including shoes) at all times.
- Adhere to the College Behaviour Policy at all times.
- Take responsibility for my learning, including completing homework on time.
- Show pride in the College, respect our environment and encourage others to do so.
- Attend every day and be punctual to all lessons, unless it is impossible to do so.
- Take part in clubs and activities that are offered to me.
- Treat all members of the College (staff and students) and wider communities with respect at all times.
- Be responsible for taking home and sharing information provided by the College.
- Participate fully in the life of my College with a positive attitude.

### As a parent/ carer, I commit to:

- Care passionately about the wellbeing of my child.
- Ensure my child attends punctually every day, unless it is impossible to do so.
- Provide the necessary equipment and ensure my child wears the correct uniform for College.
- Take an interest in my child's school work, sign their planner each week and support the completion of homework. I will also encourage reading for pleasure at home.
- Support the College in implementing the behaviour policy.
- Keep the College informed about any issues which affect learning, behaviour or wellbeing.
- Attend meetings arranged by the College, including parents' evenings.
- Encourage my child to always do their best and respect the College values of **Respect, Responsibility, Integrity, Inclusion, Courtesy and Empathy**.
- Read all correspondence from the College and respond when appropriate.
- Support the College in ensuring high standards of behaviour, including supporting attendance at detentions and other sanctions if necessary.
- Encourage my child to take part in clubs and activities that are offered by the College.
- Ensure that family holidays are taken in school holiday time.

### As a College, we commit to:

- Care passionately about the wellbeing of all students.
- Have high expectations of uniform and appearance in and around College.
- Provide high quality teaching.
- Provide a safe and well-ordered environment.
- Have high expectations of behaviour, attainment and effort.
- Reward good behaviour and consistent effort.
- Inform parents and carers of any concerns that we have about behaviour, attainment and effort.
- Regularly set, mark and monitor homework.
- Encourage students to read for pleasure.
- Provide a balanced and challenging curriculum.
- Promote extra-curricular activities to students and encourage their involvement.
- Listen to and respond to questions, concerns and queries.
- Provide regular marking, feedback, reports and meetings to review progress.

- Encourage punctuality and good attendance and inform parents and carers of concerns as soon as they arise. This will include refusing requests for holidays during term time.
- Value and respect each student as an individual.
- Respect the different cultures of all members of our community.
- Keep parents and carers informed of events, meetings and activities that we organise.
- Communicate about the full life of the College through Twitter, the website, newsletters, letters, texts and information evenings.





# **Denton Community College**

## **Term Dates and Holidays 2021/22**



### **Autumn Term**

Staff INSET Days – Wednesday 1<sup>st</sup> September 2021  
Students Return to College – Thursday 2<sup>nd</sup> September 2021  
Students Break Up – Friday 22<sup>nd</sup> October 2021  
Half Term Holiday – Monday 25<sup>th</sup> to Friday 29<sup>th</sup> October 2021  
Students Return to College – Monday 1<sup>st</sup> November 2021  
Students Break Up – Friday 17<sup>th</sup> December 2021  
Christmas Holiday – Monday 20<sup>th</sup> December 2021 to Monday 3<sup>rd</sup> January 2022

### **Spring Term**

Staff INSET Day – Tuesday 4<sup>th</sup> January 2022  
Students Return to College – Wednesday 5<sup>th</sup> January 2022  
Students Break Up – Friday 18<sup>th</sup> February 2022  
Half Term Holiday – Monday 21<sup>st</sup> to Friday 25<sup>th</sup> February 2022  
Students Return to College – Monday 28<sup>th</sup> February 2022  
Students Break Up – Thursday 7<sup>th</sup> April 2022  
Easter Holiday – Friday 8<sup>th</sup> to Monday 25<sup>th</sup> April 2022

### **Summer Term**

Students Return to College – Tuesday 26<sup>th</sup> April 2022  
Bank Holiday – Monday 2<sup>nd</sup> May 2022  
Students Break Up – Friday 27<sup>th</sup> May 2022  
Half Term Holiday – Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June 2022  
Students Return to College – Monday 6<sup>th</sup> June 2022  
Students Break Up – Thursday 21<sup>st</sup> July 2022

**There will be an additional Staff INSET (training) day added to the calendar for the 2021/22 academic year prior to the end of the 2020/21 academic year.**