

MELBOURN
VILLAGE COLLEGE
EVERYBODY IS SOMEBODY

New Parent Information Booklet

We hope that the information contained in this booklet will be useful to you as you prepare your child to start their secondary education with us.

If there is anything that gives rise to a question or concern, or if there is something missing that you would like to know, please contact us at Office@melbournvc.org.

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Welcome

Thank you for choosing Melbourn Village College and entrusting us with the education of your child. We take this responsibility very seriously and will endeavour to ensure that their time with us is as successful as possible.

This guide is designed to give you some background information ahead of your child starting with us. The information has been checked at the time of publication and we will endeavour to keep you informed of any changes.

The booklet contains information about our ethos and educational ambition for every child, about the support that we can provide and practical information. It also contains details of some of our policies and rules, so that you can better understand the community we build around our students and how they can contribute positively to the school.

We look forward to working with you in the future.

Christopher Bennet
Executive Head Teacher



Melbourn Village College is one of a number of local schools who work together as the Cam Academy Trust.

“Excellence For All”

The Cam Academy Trust

Principles and Values

At the heart of our work lie the six core principles of The Cam Academy Trust. These drive everything that we do:

- The excellence principle - Education must be of the very highest standard.
- The comprehensive principle - Education must be for all kinds and abilities.
- The broad education principle - Education must incorporate a broad range of subject areas and personal development.
- The community principle - Every Academy must be at the heart of its local community and serve it well.
- The partnership principle - Each Academy must seek to work positively in partnership with others for mutual benefit.
- The international principle - The curriculum inside and outside the classroom must have a clear international dimension.

These fundamental principles guide the aims and values of all of the Academies in our Trust. We want to ensure that every individual student achieves his or her full, positive potential through a broad and high-quality education.

All students in our Academies will be helped to become:

- Capable. Through skills developed, attributes nurtured, and qualifications gained, our students will be able to take a full, positive role in society.
- Confident. Having had their abilities confirmed and seen them flourish, our students are confident to be able to make the most of their talents and contribute to their communities.
- Caring. An emphasis on working with each other and recognising the position of other people throughout the world helps our students to develop a proper caring attitude.

The College Day and Timetable

When your child starts with us, we will provide them with a printed copy of their individual timetable.

We recognise that, to start with, the movement around the school from lesson to lesson will be alien to most students coming from primary schools, but it enables us to teach subjects in the most appropriate rooms with specialised equipment.

We ask that students move from lesson to lesson swiftly, calmly and quietly so that we can make the most of the learning time we have. For this reason, we ask students not to visit the toilets or drinking fountains on the way to lessons, but to do these activities only at break and lunch times.

The College Day is divided into five lessons as follows:

8:30am	Tutor Time
8:50am	Period 1
9.55am	Period 2
11:00am	Morning Break
11:20am	Period 3
12:20am	Period 4
1:20pm	Lunch
1:55pm	Warning Bell
2:00pm	Period 5
3:00pm	End of Period 5
3:10pm	School Buses leave / students off-site

There is also a daily form time spent with the tutor starting at 8:30am; one form time a week is taken as a year-group assembly. Changeover times are indicated by a buzzer and a register is taken at the start of every lesson.

Class and Form Groupings – change at Christmas

Upon arrival at the College, students are placed into a form group. These groups help to engender a sense of community. Working within each form group is a Year 11 prefect who has a specific responsibility for helping new students settle into the college. Students meet in their form groups for twenty minutes each day and school assemblies also take place once a week during these times. We try to ensure where possible, that students are with someone they know from their primary school and also that there is an even distribution of sexes and ability.

The curriculum is divided into:

Key Stage 3 (KS3) - Years 7, 8 and 9

Key Stage 4 (KS4) - Years 10 and 11

Year 7 students are taught in mixed ability groups for all subjects except for Maths and Science where they are grouped broadly upon ability. Decisions on these grouping arrangements are based on a range of information sources, including KS2 SATs scores, teacher assessments, and the NfER Cognitive Abilities Tests (CATs) carried out in the first half of the autumn term. Groupings are reviewed regularly, and students are able to move groups throughout their school career based on their performance at the time.

Students in year 9 are able to make choices about which subjects to study for their GCSEs. All students take English Literature and English Language, Maths and Science. These core subjects are bolstered by four choices - their 'option' subjects. At KS4 students are taught in ability sets for the core subjects and in mixed ability groups for 'option' subjects.

Mandarin Excellence Programme and group changes in December

At Melbourn Village College we are very proud to be part of the national Mandarin Excellence Programme. This is a form of accelerated learning and additional government funding enables one group of students in each year group to study extra Mandarin lessons and to take field trips including the opportunity to visit China in year 8. This group of students receives a slightly different lesson allocation within school time, and an additional commitment is required as students will need to attend one after-school lesson per week throughout their school career.

All students will learn Mandarin through Key Stage 3 and many take it as an option for their GCSEs; MEP students will be expected to study Mandarin as a GCSE.

In year 7, after a term of studying Mandarin, students will be asked whether or not they would like to join the Mandarin Excellence Programme. At this stage **ALL year 7 teaching groups will be re-arranged** in order to create one group dedicated to the MEP.

Attendance

There is a proven link between school attendance and academic achievement. By attending school 100% of the time your child will be better able to reach their potential. To support good attendance, we have electronic registering in all lessons and our Attendance Officer, Jemma Ostler, will monitor and support in all aspects of attendance.

To report a child's absence please contact the College on 01763 223400 or email Absence@melbournvc.org . Please contact us on each day of absence before 9:30am. If your child is absent for 4 or more days at a time due to illness, we will ask for evidence of a doctor's appointment in order to authorise the absence.

Term-time absence requests: Department for Education guidance is clear that schools are only allowed to authorise any planned term-time absence in extremely exceptional circumstances, for example, a single day for a funeral of a close relative or a medical appointment that cannot be moved. Requests for an absence in order to take a family holiday are unlikely to be authorised.

If you do plan to take your child out for a pre-organised event, then please complete an Exceptional Leave Request Form (available from website or reception) and return to the Attendance Officer as far in advance of the event as possible.

Please see our attendance policy and government guidance with regards to authorised and unauthorised absence and what this means; these can be found on our website in the parent/carer section:

<https://www.melbournvc.org/parent-carer-and-student-information/attendance.php>

Equal Opportunities

We expect education for a culturally diverse society to permeate every aspect of school life.

Our specific objectives are:

- To develop an ethos which respects and values all people
- To eliminate discrimination, harassment, and victimisation for students on the grounds of any protected characteristic
- To advance equality of opportunity between students who share a relevant protected characteristic and students who do not share it
- To foster good relations between students who share a relevant protected characteristic and students who do not share it
- To narrow the gap between the progress and attendance made by disadvantaged students and those of non-disadvantaged students nationally

A number of aspects of our school life are designed to ensure that these objectives are met.

We aim to encourage our students to celebrate the differences that we all have, as these are what make each of us special. "Everybody is Somebody".

The Equality and Diversity Policy is available on our college website.

If you have a concern that you would like to discuss in advance of your child starting school with us, please contact the school who will direct your call or email appropriately.

Homework

Most subjects set homework in a regular programme. Teachers aim to set tasks that challenge students and are relevant to the work in progress within the class. All departments have extension materials available. We see homework as an important part of our school routine because it can extend class work, promote wider understanding of a topic and also because it encourages students to develop the techniques for independent study.

All homework tasks will be communicated to students using Go4Schools as well as being explicitly mentioned during class time. Deadlines will always be appropriate and set with the students' wellbeing in mind as well as the needs of the task. We will almost never require a student to complete homework for the following day, which allows students to develop their own decision-making around which tasks to prioritise and the order they will complete them.

We suggest that families set aside part of each weekday evening as homework time. About one hour per evening is recommended for Year 7 students and as a minimum for Year 8 and 9 students. At Key Stage 4 the requirements of GCSE and BTEC courses mean that students need to spend several hours a week on homework tasks.

Parents will also be provided with their own log-in to Go4Schools to enable them to view the tasks set and assist their child in organising their homework. We appreciate the support and encouragement parents give to students in completing their homework as the habit of homework is a crucial factor in a student's success in public examinations.

After school clubs and activities

At Melbourn Village College we see extra-curricular activities as an integral part of the learning experience. Our clubs and activities programme runs from 3pm until 4pm, Monday-Wednesday after school. There are a wide range of opportunities available for extra-curricular participation across a range of school subjects and all students are encouraged to get involved. Students who come to school on a school bus are able to access transport after they have attended an afterschool club if required – we ask when signing up to the afterschool clubs and activities programme whether you will require a bus home to enable us to make bus booking appropriately.

We encourage all departments in the school to arrange suitable trips and visits. Some of these will occur within the school day and will have no impact on your child getting home as they will access the normal travel arrangements. For this reason, we ask you to sign on the form to give us permission for your child to take part in this type of visits rather than asking each time one occurs. Visits might include to the primary school if working as a Sports Leader, or to the care home across the road, to interview the residents.

Other trips will be available as your child progresses through the school such as theatre trips in the evenings, attending competitions in neighbouring schools and residential trips both in the UK and abroad. All trips and visits are organised professionally, and we adhere to the national and county guidance when planning them.

Many sporting competitions and practices are arranged for students after school and sports fixtures are played at inter-school, district, county and national levels.

Other activities include the nationally recognised Mathematics and Science Week challenges, as well as the Duke of Edinburgh's award. School-based activities often extend into the students' and teachers' own time, and we believe that many out-of-school activities, such as field-study visits, are essential features of the curriculum.

Students of the College have also raised many thousands of pounds for charities, particularly at Christmas time. We believe that involvement in raising money for others is an integral part of teaching young people to build better communities.

Behaviour and Rules

We have a positive behaviour system for all students whereby students can be awarded positive points for doing things above and beyond the norm expected of them. These points are awarded through Go 4 Schools. Parents have log ins and can see when their child has been awarded positive points. In addition, students who produce an exceptional piece of work will have this recognised formally and will receive a letter home.

The college has a clear set of expectations, based on helping students develop the attitudes and behaviours that will enable them to be successful, both at college and in their working life.

We would strongly urge students to leave their phones at home as they are valuable and can easily be broken or lost. Where students need to bring in their phone, it should be turned fully off (not just to silent) and must be kept in their school bag or locker, out of reach, for the full duration of the school day and may not be used on the school site at any time. For example, students may not use their mobile phones while waiting for the school bus. If students have a need to contact parents urgently, they may go to Reception and ask for permission to ring home – the call can be made on the school phone system.



If parents have a need to contact their child urgently – for example if they are no longer able to collect them after school – please do this through the school office – by ringing or by email.

Building positive relationships and communication with students and parents/guardians is key to ensuring our students fulfil their potential and are readily prepared for life after Melbourn Village College.

Melbourn Village College follow restorative practices and the Cambridgeshire Therapeutic STEPs programme when communicating with our students. Staff will work with students to understand the feelings and thoughts behind their behaviour, enabling them to recognise any challenges, and look to solve them through positive discussions (the school behaviour policy can be found in the policy section of the website).

Communication and apps

Increasingly, the most important form of communication with parents is through email. Almost all of our communication can be sent through email, and we actively seek email addresses from parents. In addition to specific communications, the College provides updates on social media: Facebook @melbournvillagecollege and X @melbourn_vc

Useful information is also contained on the college website; www.melbournvc.org and we recommend that you try this as your first port of call.

Apps/programs that we use and for which we will issue parents with log ins:

- Go 4 Schools – here you can see your child’s academic progress in every subject, their attendance (you can see if they were late to a lesson!) and their behaviour points along with details of any incidents that have occurred (positive and negative). You can also see homework set for your child, deadline dates and whether it has been completed.
- Microsoft Teams – Assignments will be placed here and it is often used for students to hand in their work.
- MVC SchoolPost – this is the system we use to distribute bulk communications.
- ParentPay – this is our financial system where you can pay for trips and visits and top up your child’s dinner money

As part of the school’s normal working practice, we will issue every student with a log in that enables them to access Office 365. Within this, students can access resources stored on the CATalogue (think of it as an online school library) and they can access all the online versions of programs that they will need to use for their work. In this way we can ensure that no child is disadvantaged by having the ‘wrong version’ of a piece of software on their home device.

As part of our normal working, the school would like to sign up students to access some additional resources provided either commercially, such as some science, maths and language resources we subscribe to, or by organisations with whom we work, such as the Duke Of Edinburgh’s Award scheme. In order to do so we need your permission to set up the accounts – there is an area of the admissions form that asks for your permission. We will always use the minimum amount of information necessary to set up such accounts and will ensure that all such organisations adhere to the GDPR.

Student Support Centre (SEND)

The progress of all students who have Special Educational Needs or Disability is carefully monitored before and after transfer. Our aim is to ensure that all staff are aware of the strengths and needs of students in their particular curriculum areas and beyond.

We try, as far as available resources will allow, to support students in class to enable them to benefit from the broad and balanced curriculum offered by the College. We offer individual tutorials to those students whom we assess as having additional special educational needs after transfer.

Students' needs change as they grow and mature. The College tries to closely involve students and their parents when planning any extra provision to encourage students to be active participants in their learning and to help them become more independent.

The Student Support Centre is open at lunchtime for those students who wish to use the supervised area and enjoy a calm and friendly environment.

Please see our website for further information. <https://www.melbournvc.org/about-us/special-educational-needs-and-disabilities>

Gifted and Talented

At Melbourn Village College we welcome students who are Gifted and Talented.

'Gifted and Talented' children are those who have one or more abilities developed to a level significantly ahead of their year group (or with the potential to develop these abilities).'

We want to encourage students to achieve their full potential within their time with us and to think about opportunities beyond. Students are taught in lessons by subject specialists, and this allows us to differentiate work to accommodate students who are gifted within a particular area. Students get the opportunity to take part in activities outside the lessons that allows them to develop their gifts and talents further. These include activities such as The Maths Challenge, Computer Coding Challenges, Science Challenges and Sporting activities. Our Afterschool Clubs and Activities Programme also offers students opportunities outside of the classroom to develop their gifts and talents beyond the standard curriculum.

Sex Education/ Religious Education

Sex Education is delivered as part of the curriculum in science and personal development lessons. If any parent wants their child to be withdrawn from these lessons, they should contact the Executive Head Teacher.

Religious Education is delivered as discrete lessons in Key Stage 3. In year 10 they will complete a short course GCSE and in year 11 as collapsed timetable sessions. If any parent wants their child to be withdrawn from these lessons, they should contact the Executive Head Teacher.

Parents' Meetings and Reporting Arrangements

During the year there will be an opportunity for a full consultative Parents' Evening for all year groups. Other evenings will be organised for specific topics for year groups as appropriate. These will be advertised on our website and through parental emails using MVC SchoolPost.

Parents can review the progress of their child at any time via the Go4Schools website. This provides details of students targets and progress based on recent assessments, along with details of attendance and behaviour. In addition, a full written report is provided once a year, along with a progress report.

Concerns, of course, do not always conveniently coincide with parents' meetings. If you have worries at any time, do not hesitate to contact the school. Queries about individual subjects would normally go to the relevant class teacher or Head of Department. If it is of a general nature, please contact the form tutor in the first instance.

All staff email addresses are shown on the College website. If you are unsure, please make a first contact by email to the main email address of Office@melbournvc.org and your message will be forwarded.

As your child moves up through the years, we maintain close contact with you. Such matters as setting, upper school courses, work experience, careers guidance, further education and examinations will, at the appropriate moments, be the subjects of emails and meetings.

Breaks, Lunches and Food

Students have a break mid-morning and a longer lunch time. During both of these times food is available to buy from the school canteen/cafeteria. We are fortunate in having a dedicated on-site catering team who cook for us daily. There is always a vegetarian option and special diets can be catered for – please discuss this during the transition process.

We use a cashless catering system that identifies students based on their finger-print, so that the students do not have to bring money to school, and the cafeteria tills are able to work faster. Students line up based on their year group, and enter the dining hall, collecting the food they desire, and then through the tills at the end. They may then sit in the dining hall on long tables or, when the weather permits, take their food to eat outside. Students may also eat their own packed lunches in the dining hall if they wish.

We ask that students bring into school only sensible foods, and we do not allow students to bring in cans or bottles of fizzy, sugary or energy drinks; students may bring in water in plastic bottles which we allow to be consumed in lessons, with a few exceptions for safety reasons.

At breaks and lunch times we allow students to be in several areas of the school including, in good weather, the back field. Each year group has its own specified area and should keep to it. The Library and Student Support Centre are also open at break and lunch times.

Transport

Transport arrangements (the organisation of buses, etc.) for students in our catchment area are the responsibility of Cambridgeshire County Council. No special arrangements are made for the students of Melbourn or Meldreth. However, there is now transport available, at an additional cost, from Royston which could upon request pick up/drop off at North End, Meldreth. If this is of interest to you, please indicate this on the MVC application form or contact reception.

If your child is eligible for free transport to Melbourn Village College when they join the school, you must apply online for a bus pass. These are no longer issued automatically to eligible students. For September intake, please make sure that you apply before the end of June so all applications can be processed in time to send passes out during the summer holidays. You can apply for the bus pass here:

- <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-transport/pre-16-school-transport>

If you do not receive your child's pass by the third week of August, Please contact the Education Transport department at edtransport@cambridgeshire.gov.uk or telephone them on 0345 045 5208.

If you live in Hertfordshire and would like your child to travel on one of the buses contracted by the college itself, please email Tracy Brown to express an interest at tbrown@melbournvc.org stating your child's name and the bus stop where you want them collected/dropped. (see the list of bus routes and stops on our website: https://www.melbournvc.org/about-us/School_Transport.php) We will then provide further details including costs.

At the end of the College Day, students should go directly to their bus at front of school where students are supervised by members of staff. If a student misses their bus, they should report to the teacher on bus duty. Students are expected to behave appropriately while travelling to and from school on buses; they must sit on seats, and refrain from eating, littering or causing distractions for the driver (see [Bus Code of Conduct](#)). Any unkind behaviour towards other students or members of the public while travelling will be reported and sanctioned within the school's behaviour policy. Please be aware that most of the buses contain CCTV for the safety of all passengers.

Cycle racks are provided, and students should lock bicycles and remove possessions from them. We recommend that cycle helmets are worn. Bicycles are left at the owners' risk.

Students walking or cycling to school should remember that they are in school uniform and thus any instances of poor behaviour will be reported to the school. We would ask that you regularly remind your child about road safety and to be respectful towards members of the public, and other people's property.

Students Welfare

In order to be able to learn effectively every child needs to feel safe and happy in school. During their time at the school, students face many different stresses from both within and outside school. Students' welfare and mental health is therefore central to our work. To this end, a number of staff have responsibilities in this area and are available to provide help and support to both students and parents.

Primary Liaison Co-ordinator

Mrs Coghlan is the Primary Liaison Co-ordinator and Head of Year 7 and ensures a smooth transition between Year 6 and Year 7. We feel very strongly about the importance of this role and regular visits are made to the Primary Schools during Year 6. It is vital that both students and parents have a known contact for any worries or concerns during this transition. Mrs Kelly Coghlan and can be contacted at kcoghlan@melbournvc.org.

The Form Tutor

The form tutor is at the heart of the system for making sure your child is identified and respected as an individual on starting secondary school. They will be in close daily contact

with your child. Your child will depend on the form tutor for security, stability, and general school know-how. The form tutor's role is to blend a group of 'strangers' together into a cohesive unit ready and able to make the most of their opportunities as they move through their school career. The form tutor is your first point of contact for general concerns.

Pastoral Team

The school employs staff who support the form tutors and Heads of Year in dealing with any issues that students may have, from poor attendance through to safeguarding concerns. They co-ordinate access to external services such as counselling. Mrs Howard works alongside Mrs Coghlan as the Year 7 pastoral support officer and can be contacted at rhoward@melbournvc.org

Safeguarding

Under the Education Act 2002 (section 175), schools must "make arrangements to safeguard and promote the welfare of children" and at Melbourn we endeavour to provide a safe and welcoming environment where all children are respected and valued. The school will therefore be alert to signs of abuse and neglect and will follow the agreed procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should be aware that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer.

In accordance with local information sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service. If you have a concern/nagging doubt about a student, please contact the school where any concern raised will be dealt with appropriately.

The school will seek advice from professionals within Social Care at the local authority when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. The Safeguarding and child protection Policy can be viewed on the school website.

As a parent or member of our community if you have any concerns about your child or another student in our school then we ask you to report it by emailing Mr Barnes (designated safeguarding lead) jbarnes@melbournvc.org

Young Carers

A young carer is a person under the age of 18 who provides regular care for someone with an illness, disability, mental health condition or an addiction – this can be for a sibling, parent or family friend.

As many as 1 in 12 children are thought to be young carers. Often these children are caring for relatives, without the knowledge of their teacher, unsupported. The caring role they carry out means they have unique experiences and demands that impacts on their capacity to enjoy and achieve at school. At MVC we are striving to identify young carers in our school network and ensure they receive all the necessary support we can offer to support them through their education. Please contact Mrs Deadman for more information cdeadman@melbournvc.org

Pupil Premium

The Pupil Premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children. It is intended to directly support these children during their time at school and help improve their progress. Children who have qualified for free school meals at any point in the past six years (whether they have taken these up or not) are eligible for the Pupil Premium.

Schools can choose how to spend their pupil premium money to best support their students. At MVC we have a member of staff who oversees the spending of this fund and coordinates the spending within the various departments in the school. The funding is spent to meet the individual needs which could include English, mathematics and science interventions, regular mentoring, support for educational and enhancement trips, school uniform, summer school, counselling, school nurse, and resources to support their education and music lessons.

Your child may be eligible for free school meals, and accordingly, pupil premium, and so if you receive any benefits, it is worth applying. Universal credit is being introduced nationally and could impact upon ability to receive Pupil Premium and we advise that you check your eligibility by looking at <https://www.gov.uk/universal-credit>. Free School Meals applications are made through the local authority; more information is available on the school website, or you can contact the pastoral team in confidence. For more information about Pupil Premium funding please contact Mr Luxton at sluxton@melbournvc.org

First Aid and Illness Information for Parents

The College adheres to guidance and recommendations made in the publication 'Supporting students at school with medical conditions' published April 2014.

We have several trained first aiders within the school, and first aid is always available for students – they should ask their teacher if they can report to Reception to speak to a first aider.

We ask that parents complete the Medical Form so that our school records are complete. If any change occurs during your child's time with us, please let us know.

Prescribed medicines

These should only be taken at school when absolutely necessary. Please contact one of the first aid team for information and to complete the appropriate form if your child does need to take such medicines.

Paracetamol and Ibuprofen

Staff will not administer Paracetamol or Ibuprofen

Students carrying their own medication

There are regulations regarding medicines in a school setting. Only certain medication is allowed to be carried by students whilst in school. By law, parents must give written consent for their child to carry medication, this must be accommodated with a doctors note or current prescription. Students with the following conditions may carry their own medication upon written consent:

- allergy causing anaphylaxis
- asthma
- diabetes
- migraine (may depend on the type of medication)

The forms for a student to carry or school to hold medicine is available from reception or on our website here:

<https://www.melbournvc.org/parent-carer-and-student-information/student-wellbeing.php>

Medication held in school

Parents and carers have responsibility for their child's health and should provide the school with information about their child's medical condition. Medicines held in school should always be provided in the original container or box as dispensed by pharmacists and include the prescriber's instructions for administration, the child's name, the prescribed dose and expiry date. The school will not administer medicines **that do not comply with** these rules. If necessary, a copy of the medical protocol also needs to be provided.

PE and activities

Some children may need to take precautionary measures before or during exercise, such as using an inhaler. If your child needs to have their medication to hand during PE please ensure that they have it with them and are aware that they are allowed to take it out with them. A member of the PE staff will gladly take charge of the medication if required. Please always ensure that you child's medication is clearly named.

Illness

If a student is unwell, they should not be in school. Please do not send your child to school if they are ill. Any student who vomits or has diarrhoea will be sent home.

If a student feels ill or is injured, they should always report to Reception, where a first aider will assess the situation and take action accordingly, following the college protocol. Students **are not permitted** to phone home of their own accord.

Parents/Carers should ensure contact details are current and that they have arrangements in place for their child to be collected from school should the need arise. A responsible adult must collect them. Students will generally not be allowed to walk home or catch a bus alone unless we have written permission from a parent/carer in advance. If the first aider sends a student home, they will either ask the parent to complete the school leaving book or complete it themselves.

Sickness and diarrhoea

If a student is ill with sickness or diarrhoea, they should remain off school for 48 hours after the last bout of sickness or diarrhoea.

Other Practical Matters

Contacting the College

Incoming calls (01763 223400) between 8.00am and 4.00pm go first to the reception staff. If the matter cannot be dealt with by reception staff, the Receptionist will take a message and pass it onto the appropriate person to deal with.

It is often difficult to get a message to a student swiftly. Please do not ask for messages to be passed onto students during school hours except in extreme situations.

The most convenient method for contacting staff for routine matters is via email. This allows staff to respond at a time that fits round their teaching commitments. We aim to respond to all emails within two working days.

If you wish to meet with a particular member of staff, please contact the school in advance to make suitable arrangements as staff may not be available at all times.

Naming of Property

In order to help return any lost or misplaced items please ensure every item of clothing and all other possessions are clearly marked with your child's name – either by permanent ink, name labels or by scratching with a sharp point. Please check your child's possessions frequently and help us to teach a careful attitude with regard to caring for belongings.

General lost property is kept in a cupboard in Reception. Lost PE kit is returned to the PE department.

Students should not bring valuables, and no more money than is necessary. Valuables should never be left in coat pockets or bags outside classrooms.

The school is not responsible for the loss or theft of any personal items brought onto the school site.

Please see the Behaviour section regarding mobile phones in particular.

Uniform

At Melbourn Village College we believe that a school uniform gives a sense of belonging and pride in the school whilst ensuring equality amongst students. In addition, a smart appearance contributes positively to the students' attitude to work and study. We rely on parents to ensure that students arrive in school in correct uniform and may implement consequences if a student does not comply.

Items, as indicated below, can be purchased from our supplier, Schoolyard directly via their website <https://schoolyard.co.uk/> or 0800 132988

School uniform for all years:

Students must wear one of the following:

- Plain black, formal, tailored trousers with no external pockets (patch pockets) or studs or decoration in any way. Trousers should be straight legged with no elastic or flare at the bottom. Trousers must not be figure-hugging or resembling jeans or leggings
- Plain black, formal, tailored school shorts with long legs (Bermuda shorts style) that also fulfil the criteria for trousers.
- Plain black knee-length skirt; this must be A-line, pleated or kilt-style. Skirt length must be no shorter than 5 cm above the top of the kneecap – we recognise that children grow, and recommend that when bought, skirts are over the knee, so as to last longer. Skirts must be plain with no external pockets, studs or decoration. Skirts must not be figure-hugging, ie not made of stretchy material.

All the above items are available from our uniform supplier, Schoolyard – they have some branded stock remaining which they will sell at the same (lower) price as the un-branded (plain) items.

All students must wear:

- White office-wear style shirt with a collar; shirt may be short or long-sleeved. Shirt may be cotton or polyester blend, but not aertex or collar-less.
- Black shoes, plain with no logos or decoration. Shoes should be fully-enclosing, low-heeled and suitable for wearing all day around the variety of terrains on the school site, including wet areas; for this reason, we recommend leather-style shoes. Backless sandals, mules, raised heels or boots are not allowed.
- A blue school jumper or cardigan, with school logo*. *Available only from Schoolyard.*
- A school tie – blue/gold for years 7-10, red and gold for year 11 and plain red for prefects. *Available from Schoolyard.*
- Black socks or tights.

Optional:

- A plain outdoor coat – a hoodie or top made of tracksuit/sweatshirt material is not an acceptable alternative in the colder/wetter weather.
- Hats, gloves and scarves (to be worn for the journey to and from school, and at break times only).
- A sunhat is allowed in sunny weather at break and lunchtime.
- Sunglasses may be worn at break and lunch times but must be kept in a case in the schoolbag at other times.

Jewellery:

No jewellery will be permitted with only the exception of:

- One pair of plain, un-decorative, earring studs in ears.
- A discreet hairband, worn to keep hair from eyes.

This is a change of rules – we will no longer allow the wearing of rings.

Necklaces, bracelets (of all types including charity bands and friendship bracelets) are not allowed to be worn with school uniform. Also not allowed are ear plugs or tunnels.

Make-up:

Students in year 7-9 may wear no make-up at all, excepting a small amount of concealer if they wish to cover spots/blemishes. Students in year 10 and 11 will be allowed to wear discreet make-up only. *This means that false eye-lashes, false nails and blatant (obvious) make-up, including obvious use of skin-tanning style products will be prohibited.*

Nose-jewellery of any type is not allowed. Students who have nose piercings must remove the stud/ring/bar before coming to school and only replace it after leaving school for the day. As piercings take time to heal properly before the jewellery can be removed, piercing should only be undertaken at the start of the summer holidays – so that by September the jewellery can be removed daily to comply with our rules.

PE Uniform:

Students may not arrive to school in PE uniform.

For sports, students should bring their kit to school and change into it when needed. After sports, students are expected to change back into uniform. If students have PE period 5 they will not be expected to change into their school uniform.

Students

must wear:

- A multi-sport shirt with school logo. *Available only from Schoolyard.*
- Trainers (for most sports).
- Asto trainers (or football boots with short studs) for use on the all-weather pitches.
- Plain black tracksuit trousers or sports leggings can be worn over the shorts if the weather is cooler (not thin 'fashion' leggings)
- Plain black shorts
- Hooped socks – blue and black. *Available from Schoolyard.*

- Swimming kit for when swimming (KS3, on rotation) – girls: one piece only, boys: trunks (not Speedos or board shorts).
- Plain black tracksuit tops can be worn over the multi-sport shirt in colder weather.

Useful Equipment

It is vital that all students come prepared for every lesson. Please supply:

- Pens (blue or black for writing)
- Pencils
- Ruler (30cm)
- Eraser
- A scientific calculator – ideally a Casio FX-83 or FX-85
- 180 degree (semi-circular) Protractor
- Pair of compasses (metal rather than plastic)
- A pencil case
- A good strong school bag

The following items would also help support your child's learning:

- A notebook
- Some coloured pencils
- A small glue stick

Useful Contacts

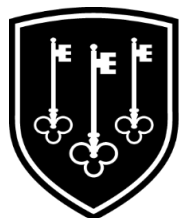
Executive Head Teacher	Mr Christopher Bennet	cbennet@melbournvc.org
Head of School	Ms Niki Smith	nsmith@melbournvc.org
Assistant Principal	Mr John Barnes	jbarnes@melbournvc.org
PA to Executive Head Teacher	Ms Lynn Young	lyyoung@melbournvc.org
Attendance Officer	Ms Jemma Ostler	absence@melbournvc.org
Pastoral Team	Mrs Ronda Howard (year 7 PSO) Mrs Emma Tidby (year 11 PSO) Mrs Georgina Butcher (year 9 PSO) Mrs Jane Shepherd (year 10 PSO) Mrs Hannah Brewer (year 11 PSO)	rhoward@melbournvc.org etidby@melbournvc.org gbutcher@melbournvc.org jshepherd@melbournvc.org hbrewer@melbournvc.org

You are always welcome to make a first contact by e-mail to the College's main e-mail address of office@melbournvc.org or to an individual member of staff (email addresses shown on the website)

Appendix One: Acceptable Use Policy (ICT)

The document below contains all information relating to the use of ICT in-school and from home.

Your child will be asked to sign a copy when they first access the ICT facilities in school. We will ask parents to indicate acceptance on the admission form.



**MELBOURN
VILLAGE COLLEGE**
EVERYBODY IS SOMEBODY

**Acceptable Use Policy (AUP) – relating to
all ICT equipment**

Melbourn Village College has the responsibility of providing schools with safe, reliable and useful ICT resources (network, internet, email and VLE access [CATalogue]) that will help make the most of learning opportunities.

Students have a right to these resources.

However, with this right, comes the following responsibilities.

By reading and signing this acceptable use policy I agree that:

- I will take responsibility for my own use of all ICT, making sure that I use technology safely, responsibly and legally.
- I will take personal responsibility for my own e-safety, I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher. I will report anything that makes me feel uncomfortable or unhappy.
- I will not take or distribute images or recordings of anyone with or without their permission when at school or involved in any school activities.
- I will use email responsibly and always be polite and respectful. I will only use email, blogs or other messaging methods that are approved by the school. I will never use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- I will not download or install any software or files on the school's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.
- If I use a USB drive (memory stick) in school to store or transfer files I will make sure it has been virus checked first.

- I will not intentionally gain access to unsuitable or illegal sites nor try to use any programs that allow me to bypass any filtering/security systems.
- I will not access any video broadcasting or social media sites unless given permission to do so. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.
- I will only access the school computer systems (network, Internet, email and CATalogue) using my own login and password, which I will keep secret. I realise that if I access files that are not my own it could be seen as hacking.
- I will ensure that my work does not break The Copyright, Design and Patents law. I will always acknowledge the source of information (words, images etc.) I use. I will not use the school ICT systems to copy other people's work and pass it off as my own (plagiarism).
- I will use all school ICT equipment with care and tell my teacher of any damage which occurs as soon as possible.
- I will only use mobile devices (mobile phones / iPads etc.) in school if I have permission. I understand that, if I do, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. *These rules are clarified in the Cam Academy Trust PMD policy.*
- I will use network resources responsibly
 - I will think and then preview before I print
 - I will regularly review my files and delete them when no longer needed
 - I will only store school-related files and images on the school network
 - I will only use the ICT equipment for school related work unless I have permission from an appropriate member of staff
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that the school may check my computer files, will monitor the Internet sites that I visit and my emails. If I do not follow these guidelines the AUP will be enforced and serious consequences will follow. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police.

Signed: _____ Form: _____