

Rye College
Part of The Aquinas Trust



Family Handbook

September 2024

“Creating Bright Futures for All”

Rye College



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Welcome to Rye College

2 Message from the Headteacher

Dear Parents and Families,

We warmly welcome you to Rye College. **Our mission** is to 'create bright futures for all'. With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every student to grow and flourish in our care.

Our College is set in the attractive heart of 1066 country and is a place where students feel safe and have space to learn. We pride ourselves on being a closely-knit community where students are known as individuals and where their talents are nurtured.

As a member of the Aquinas Trust, we are part of a family of schools serving the young people of Rye from two to sixteen years of age, truly making us a 'local community college'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture skills, talents and abilities and celebrate excellence.

This is an exciting time for Rye College; we believe your children will benefit enormously from our shared ambition to excel. We are proud of the positive reputation we have for supporting students in realising their potential and going on to lead fruitful and productive lives.

I look forward to a successful year working in partnership with you and your family.



Mr. D. Downes
Head Teacher



Rye College

3 Being Safe and Belonging

We want our young people to feel proud to belong to Rye College.

A family atmosphere characterises College life. Our students belong to Mentor groups arranged across year groups. Good, positive, supportive relationships exist between all, with senior students accepting responsibility for mentoring and supporting younger students.

Our Mentors get to know their students well and are a first point of contact with families on all matters – social and academic, which affect the students' wellbeing.

We have high expectations of attitudes and behaviour which are well respected by students themselves. It is to their credit that our students care about one another and take a pride in one another's achievements.

We have an active Student Leadership Team that contributes to College improvements enabling much of the positive change taking us forward. They work with teachers to look at ways of enhancing learning and teaching. We are keen to develop our student leaders as ambassadors of our College.

Our students are encouraged to play an active role in College life and benefit from a wide range of enrichment activities including sport, music, publishing, photography and film making. All of which help students to develop teamwork, trust in one another and friendships that endure beyond their time with us.

4 Equality and Inclusion Statement

At Rye College, we value the individuality of all our children. We aim to be a happy, safe and welcoming environment where all can achieve irrespective of age, ability, ethnicity, faith, gender or sexuality.

Rye College actively promotes and practises acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the students develop and demonstrate skills and attitudes that allow them to participate fully in and contribute positively to life in modern Britain.

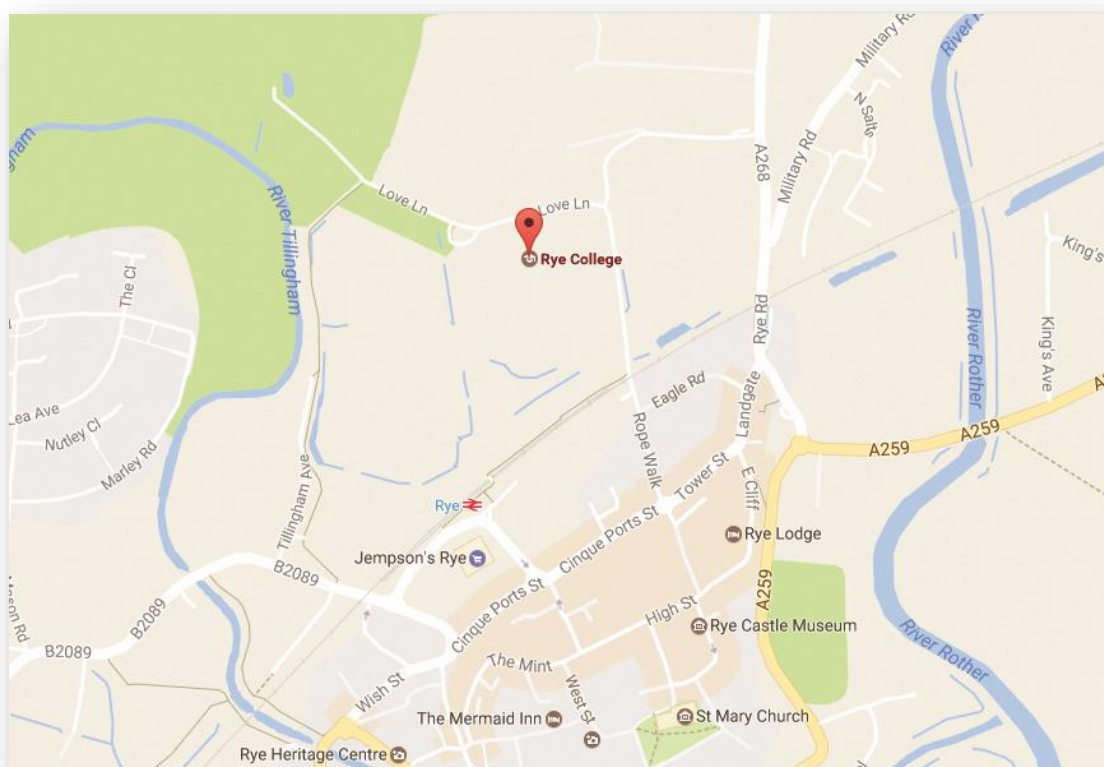
The Aquinas Trust is committed to the promotion of Equal Opportunities for all members of the College community; discrimination on any basis is totally unacceptable in any of our schools.



5 Communication

5.1 Location

Rye College Love Lane RYE TN31 7NQ	eMail: office@ryecollege.co.uk Telephone: 01797 222 545 Website: www.ryecollege.co.uk
Student Hub Attendance	eMail: studenthub@ryecollege.co.uk eMail: studentattendance@ryecollege.co.uk



5.2 Key Roles

Head Teacher	Mr. D. Downes
Deputy Headteacher*	Miss J. Carpenter*
Assistant Headteacher – Curriculum, Assessment, Teaching and Learning	Mr. J. Maxim
Assistant Headteacher - STEM	Mrs. F. Willis
Associate Assistant Headteacher – Trust Wide	Mr. P. Franks
Associate Assistant Headteacher – Director of English, Curriculum and the More Able	Mrs. R. Chillingworth
Academies School Business Manager	Mrs. S. Hill

*Designated Safeguarding Lead



5.3 Getting in Touch

The College believes open and regular communication with families is crucial to our success. If you have a question or concern and need to talk to a colleague, please refer to our staff list. In order to reach one of our colleagues, please eMail the office – office@ryecollege.co.uk in the first instance.

The primary form of communication is electronic – with eMail being our primary source of communication except when handling time-critical messages when text messaging is used. This enables us to communicate in a timely and cost-effective manner. **Families are requested to ensure we have an up-to-date eMail address at all times.** If you are not on eMail, the office can help you set up a simple and free eMail account through www.outlook.com.

5.4 Other Ways of Communicating

The College subscribes to ClassCharts and Microsoft Teams; online systems which allows students and families to view all the homework that has been set.

The Rye College website (www.ryecollege.co.uk) is a great information source that we update on a weekly basis with news, events, key dates, policy updates and letters sent to families.

It is also recommended that families join the Rye College Facebook and Instagram pages -- facebook.com/ryecollegeuk and ryecollege_eastsussex as this is regularly updated with news and details of College events as we love to share what our students are working on.

We will keep you up to date through regular newsletters and letters to families.

If you have any other questions or problems, you are always welcome to eMail us for an appointment with your child's Form Tutor or other appropriate colleague; sometimes a chat on the phone will settle your worries but, if not, please make an appointment rather than just turning up.

5.5 Aquinas Communications

From time to time, The Aquinas Trust may send communications, highlighting key information that they wish to share with families. You may also wish to visit the Aquinas website to view our statutory information.



5.6 Communications Systems

Communications Systems

Rye College uses a number of communications platforms and tools to help us communicate with our families, students and staff.

<p>Email</p> <p>Our primary communication tool for all stakeholders</p>		<p>Telephone</p> <p>Reporting absence or more urgent matters</p>	
<p>Website</p> <p>Our central information resource for all policies, dates, news and events</p>			<p>ClassCharts</p> <p>Setting of homework, reporting of student behaviour and achievement</p>
<p>Social Media</p> <p>Up to the minute news, achievements, celebrations and information across Facebook, Instagram and Twitter</p>			<p>Parents Evening System</p> <p>Our online Progress Evening booking system</p>

How to contact us

<p>General Enquiries</p> <ul style="list-style-type: none"> office@ryecollege.co.uk Include who for the attention of in the the subject field, if known Your email will be directed to the relevant colleague for response in 48 hours 	<p>Attendance</p> <ul style="list-style-type: none"> studentattendance@ryecollege.oc.uk To report your child as absent or to discuss your child's attendance. You can also use our dedicated student absence line 0787 354 6134 Our attendance officer will respond to you 	<p>Welfare and wellbeing</p> <ul style="list-style-type: none"> studenthub@ryecollege.co.uk To discuss your child's welfare or personal development Your email will be directed to the relevant colleague for response in 48 hours 	<p>Rye College Office</p> <ul style="list-style-type: none"> 01797 222 545 Our College Services team will assist and direct your query Please leave a voice mail if we are busy, your call will be returned on the same day
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6 Organisational List

Miss	Ling	Attendance and First Aid Officer
Mrs.	Gall	Student Support Manager
Miss	Easton-McCann	Pastoral Support Assistant
Mrs.	Saunders	Pastoral Support Assistant
Mrs.	Nice	Assistant Headteacher/Inclusion Manager (SENDCo)
Ms.	Mills	Assistant Inclusion Manager & Medical Officer
Miss	Burgess	Examinations and Data Manager
Mrs.	Chillingworth	Associate Assistant Headteacher – Director of English, Curriculum and the More Able
Mrs.	Harrison	Head of Maths
Mr.	Franks	Director Curriculum and Associate Assistant Headteacher – Behaviour
Mrs.	Charlton-Matthews	Head of Art
Mr.	Simmonds	Head of Engineering
Mrs.	Willett	Head of Geography and Director of Learning for Pupil Premium
Revd	Phipps	Head of RE
Ms.	Szczesnowska	Head of Science
Mr.	Harrison	Director of Learning - Values
Mrs.	Starkey	Director of Learning - Pathways
Miss	Street	Head of Research and Professional Learning
Mrs.	Norris	Year 7 Tutor
Miss	Blankson	Year 7 Tutor
Miss	Goodwin	Year 7 Tutor
Mr.	Evans	Year 7 Tutor
Miss	Mitchell	Year 7 Tutor

6.1 Useful eMail Addresses

General Enquiries and to contact specific staff	office@ryecollege.co.uk
Student Hub	studenthub@ryecollege.co.uk
Student Attendance	studentattendance@ryecollege.co.uk

6.2 Aquinas Advisory Council

The school is an academy within the Aquinas Church of England Education Trust (Aquinas). The responsibility for the oversight and management of all aspects of Aquinas rests with the Board of Trustees.

The day-to-day management of Aquinas has been delegated by the Trustees to the Chief Executive Officer, Mrs. K. Griffiths. The day-to-day operation of Rye College has been delegated to Mr. D. Downes (Head Teacher).



In order to assist Mr. Downes, the Trustees of Aquinas have established Aquinas Advisory Councils (AAC) for each academy including Rye College. The purpose of the AAC is to support, advise and be a critical friend to Mr. Downes in raising standards of achievement and progress for all learners.

The AAC does have delegated responsibility in relation to aspects of admissions, appointment of staff, complaints, performance management, permanent exclusions, school inspections, staff grievance and disciplinary. The AAC also has the ability to escalate concerns to Mr. Downes, the CEO or Trustees.

The AAC members meet at least 3 times a year and certain members will have specific functions as agreed by the AAC and Mr. Downes. Members will forge links with the school and wider community. Notes of AAC meetings are available on request. AAC members' code of conduct and declarations of business interests support the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. If you wish to contact the Chair of the AAC or any of its members, please email: office@ryecollege.co.uk and insert in the subject box 'for the attention of the clerk to the Aquinas Advisory Council'.



7 Term Dates

Rye College and Community Primary School Term and Holiday Dates 2024–2025



	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
Monday	26 2 9 16 23	30 7 14 21 28	4 11 18 25	2 9 16 23
Tuesday	27 3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24
Wednesday	28 4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Thursday	29 5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Friday	30 6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Saturday	31 7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Sunday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025
Monday	30 6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Tuesday	31 7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Wednesday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
Thursday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
Friday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Saturday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Sunday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025
Monday	5 12 19 26	2 9 16 23	30 7 14 21 28	4 11 18 25
Tuesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Wednesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Thursday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Friday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Saturday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Sunday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31

KEY

Staff training (INSET day) Start of term for pupils End of term Public holiday School holiday

Bank and Public Holidays 2024-2025

Wednesday 25 December 2024	Christmas Day	Monday 21 April 2025	Easter Monday
Thursday 26 December 2024	Boxing Day	Monday 5 May 2025	Early May Bank Holiday
Wednesday 1 January 2025	New Year's Day	Monday 26 May 2025	Spring Bank Holiday
Friday 18 April 2025	Good Friday	Monday 25 August 2025	Summer Bank Holiday

Term Length

Term	From	To	Number of days
Term 1	03 September 2024	25 October 2024	40
Autumn school holiday	28 October 2024	31 October 2024	
Term 2	04 November 2024	20 December 2024	35
Christmas school holiday	23 December 2024	03 January 2025	
Term 3	06 January 2025	14 February 2025	30
February school holiday	17 February 2025	21 February 2025	
Term 4	24 February 2025	04 April 2025	30
Spring school holiday	07 April 2025	21 April 2025	
Term 5	22 April 2025	23 May 2025	23
May school holiday	26 May 2025	30 May 2025	
Term 6	02 June 2025	22 July 2025	37
	Total		195

AQUINAS Church of England Education Trust
"Life Transforming Learning"



8 Events

There are a large number of events held throughout the year ranging from a Year 7 'Service of Dedication' at the local church to an Annual Music Concert. Events are advertised via our website.

8.1 Year 7 Students

Over the course of year 5 and 6, students from the local primary schools are given the opportunity to take part in a wide range of transition activities. Year 7 students may have been involved with our Annual English writing competition, or even represented their primary school at the Maths Challenge cup. Throughout each academic year, we also offer activities and sessions involving design and technology and the arts.

In order to support transition over the course of the year, we offer an opportunity for all year 7 families to attend an evening to find out how your child is settling in. The form tutor can take a note of any queries and direct them to the relevant colleague.

In the autumn, you will receive your child's first report and we will have a Progress Evening. This is an opportunity to see as many of your child's subject teachers as possible and discuss with them the progress your child has made during the academic year.

8.2 Progress Evenings

Progress Evenings are held regularly throughout the year. All year groups have one Progress Evening, allowing for timely discussion of every student's progress. It is expected that all families attend the relevant Progress Evenings. Progress Evenings can be held at the College or via our virtual Progress Evening platform. Families will be encouraged to record important messages at each event.

Additional events are run for specific purposes throughout the academic year e.g. Year 7 Meet The Tutor and Year 11 Success at 16 Evening.

8.3 Open Evening and Mornings

The College holds at least one Open Evening and several Open Mornings early in the academic year for existing and prospective parents to attend.



9 Timings of the Day

The times indicate the start of registration and learning times. This is the time colleagues and students will be in the classroom, ready to learn.

9.00am	Registration
9.30am	Lesson 1
10.30am	Lesson 2
11.30am	Morning Break
12.00am	Lesson 3
1.00pm	Lesson 4
2.00pm	Afternoon Break
2.30pm	Lesson 5
3.30pm	End of the Day
3.40pm	Extracurricular Activities
4.40pm	Close

Students are expected to arrive each morning in plenty of time to attend registration. They must arrive at 8.50am at the latest. Students should enter the College by the rear of the building (by Freedom Leisure). After 9.00 am, all access routes will be locked and students should enter via the main entrance (off Love Lane). Students arriving after 9.00am are recorded as late by the Attendance officer and will receive a detention. Parents of students, who are persistently late, will be required to attend a support meeting to discuss. Persistent lateness after this meeting may result in a fixed penalty notice of £80 per child per parent.

10 Absence and Attendance

The College monitors attendance closely as we recognise the impact it has on achievement and to ensure that safeguarding requirements are met.

The College sets a minimum expectation of 96% attendance for each student and will not authorise any holiday absence during term time.

10.1 Absence Reporting Procedure

On the first day of illness, we ask you to:

- eMail: studentattendance@ryecollege.co.uk
- ; or
- Phone 01797 222545 option 1 by 8.30am
- You are also required to contact us on each day of absence, if your child is unwell for three days or more and provide medical evidence or an appointment card on the fourth day of illness.

If we have not received notification of absence, we will contact you.



If we have concerns about your child's attendance to College or there has been a long period of absence with no contact, we may conduct unannounced welfare visits to the family home or contact 101 to request a welfare visit.

The absence may be authorised once the reason for absence is established. Without a reason, the absence is recorded as unauthorised.

10 sessions of unauthorised absence in a 10-week period (5 days) may result in a £60 Fixed Penalty Notice being issued from [East Sussex County Council](#). The College does not authorise any holiday during term time and may also issue a Fixed Penalty Notice. Please note that this also applies to persistent lateness to College.

All students whose attendance drops below 96% are discussed and if appropriate provide with a Support Plan for attendance that is designed with the family to support students to improve their attendance. You will be invited to a meeting to discuss and contribute to this plan.

Please note: Unannounced home visits are carried out by the College with regards to absence and safeguarding. If contact cannot be made via a home visit, we may contact the police or children's services to conduct a welfare check.

All students with 100% attendance at the end of the week will receive a text message and be entered into the draw at the end of term. Each text equals one entry.

The College does not authorise any holiday during term time and issues Fixed Penalty Notices for any such unauthorised holidays.

10.2 Medical appointments

Medical appointments should be made outside College hours. If this is not possible, students must bring a note from their parents or carers in advance of the date along with a letter of appointment from their doctor or hospital to show to the Attendance Officer. If the Attendance Officer agrees with the necessity to miss College, they will countersign the letter and the student will present that at student reception where they will need to sign out. Reception will retain the letter.

Authorised medical absences will be included in overall attendance for the purpose of student awards but discounted for the reporting of overall attendance to the Local Authority.

10.3 Children Missing From/Absent from Education

Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing in education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (Not in Education, Employment or Training) later in life.

Here at Rye College, we understand effective information sharing between the school, parents or carers and external partner agencies is critical to ensuring that all students of compulsory school age are safe and receiving suitable education. Therefore, we report all students who have not attended College for a significant period of time with no contact, from parents despite attempts by us, to the Local Authority.



11 Safeguarding

Safeguarding young people is everyone's responsibility. Everyone, who comes into contact with young people and families, has a role to play. Our students' welfare is our paramount concern. Rye College will safeguard and promote the welfare of students and work together with other agencies to ensure that our educational establishments have adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

Our schools form part of a community and all those directly connected – colleagues, trustees, AAC members, parents, families and young people – have an essential role to play in making it safe and secure.

11.1 Our Safeguarding Ethos

- We believe that our schools should provide caring, positive, safe and stimulating environments that promote the social, physical and moral development of the individual child;
- We recognise the importance of providing an environment within our schools that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to;
- We recognise that all adults within our schools, including permanent and temporary colleagues, volunteers and AAC members, have a full and active part to play in protecting our students from harm;
- We will work with parents to build an understanding of our schools' responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some circumstances.

If you have concerns regarding a safeguarding issue, please get in touch immediately:

- Phone 01797 222 545, or;
- eMail: studenthub@ryecollege.co.uk

The Designated Safeguarding Lead is: **Miss Carpenter.**

For more detailed information, please visit our website and read our Safeguarding and Child Protection Policy.

Please note:

All computers in the College/provided by the College are monitored in real time both **Online and offline**. This means that the College captures activity that may indicate a risk, even outside of the regular web browser such as in a Word Document, Messaging apps etc. This includes checking for:

- Illegal child sexual abuse material
- Unlawful terrorist content
- Adult content
- Offensive Language



12 Adverse Weather/Emergency Closure

In the event that weather becomes increasingly severe, the Head Teacher has the authority to close the College. The Head Teacher will make an informed decision based on information from the site managers, colleagues, public transport providers and weather warnings in local areas and as to whether it is necessary to close. During periods of severe weather, extra-curricular activities are suspended.

- Closure will be reported on the College website:
 - www.ryecollege.co.uk
- Closure will be reported to the local authority and alerts made via their website:
 - www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures
- Parents and families will be alerted to the closure using our Facebook and email:
 - www.facebook.com/ryecollegeuk
- Parents will be alerted to the closure using our ARBOR messaging service.

Work for students will be provided via ClassCharts in line with the timetable.

Closure and early release are only contemplated in extreme circumstances.

In the case of adverse weather causing our College to close, your contact details will be important. Ensure your details are kept up to date with the office.

13 Hardship

Rye College provides support to students whose family circumstances mean they might not be able to participate in a particular educational opportunity, trip or event.

If you are eligible, we always recommend applying for [Free School Meals](#). Click on the link to our website for more details and eligibility criteria. You do not need to be in receipt of Free School Meals to qualify for a hardship grant. There are two routes of support:

- Assistance from the 'Rye Grammar School Exhibition Foundation Governors';
- Assistance at the Head Teacher's discretion.

All grants are discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the College will be able to assess your needs.

We do not formally ask for evidence; a letter that details your family circumstances and household income is usually all that is required to make a decision. We might contact you, if we need more information. All forms, correspondence and communication are dealt with in the strictest confidence.



Applications can be made at any time. However, we ask families to submit any application as soon as you become aware you might need support. You must notify the College of any change in circumstances that might affect the continuation of the grant.

Grants are paid directly into the relevant trip, event or cost centre. Contact office@ryecollege.co.uk for more information.

14 Student Dress Code

At Rye College, we take pride in our appearance at all times and believe that there is a correlation between having high standards and improved attainment. We ask families to help us in ensuring that students always wear correct College uniform and expect students to take pride in their personal appearance and in wearing their College uniform. Their clothes should be clean and smart and shoes should be polished. Attention to personal hygiene and grooming is also important.

14.1 Uniform Requirements

Our uniform policy is a non-negotiable that allows students to make the most of their learning in a calm and positive environment. Students, who are not in correct uniform, may be issued uniform to wear (including plimsolls), placed with a colleague for the day or you will be contacted to bring uniform to the College. In all cases, a detention will be issued.

We have worked with our uniform supplier to make sure our uniform costs no more than it should, branded items are kept to a minimum and 'high-street' uniform' can be bought as cost-effective alternatives to non-branded items.

<p>Rye College Blazer*</p> <ul style="list-style-type: none"> • Must be worn at all times • Students may remove in lessons without the permission of their teacher • In warm weather, students may remove blazers 	<p>Footwear</p> <ul style="list-style-type: none"> • Must be plain black • No boots, heels, logos, stripes or coloured markings
<p>Shirts, Polo Shirts and Tie</p> <ul style="list-style-type: none"> • Long or short sleeved white shirt with Rye College tie* or; • Black Polo shirt with Rye College logo* 	<p>PE Kit</p> <ul style="list-style-type: none"> • Red ¼ zip jumper (optional)* • Red sports training t shirt* • Plain black jogging bottoms/shorts • Trainers
<p>Rye College Jumper</p> <ul style="list-style-type: none"> • Black V neck with teal accent* • Is optional • However, no other jumpers e.g. hoodies, sweatshirts or non-school jumpers may be worn 	<p>Jewellery</p> <ul style="list-style-type: none"> • For health and safety jewellery is limited and should be discrete.
<p>Trousers, Shorts, Skirts and Dresses</p> <ul style="list-style-type: none"> • Plain black smart trousers – no leggings, 	<p>Hair and Make Up</p> <ul style="list-style-type: none"> • Natural looking make-up only; no false



<p>jeggings, cargo trousers, jeans, jogging bottoms or trousers tucked into socks</p> <ul style="list-style-type: none"> • Plain black or grey tailored shorts • Black tailored skirt worn to their full length; skirts must not be made of lycra or any other tight materials. 	<p>eye lashes, spray tans or exaggerated eyeliner</p> <ul style="list-style-type: none"> • For health and safety, no nail varnish or nail extensions • Hair should be a natural colour; bright colour hair dye is not acceptable • Long hair should be tied up when health and safety rules apply
<p>Other</p> <ul style="list-style-type: none"> • In bad weather, suitable waterproof top coats should be worn • Plain headscarves in College colours may be worn for religious or cultural beliefs • Hats may not be worn indoors 	
<p>Equipment Requirements – Required Daily Essentials</p> <p>A pencil case containing:</p> <ul style="list-style-type: none"> • 2 working black, red and blue pens; • 1 HB pencil; • 1 purple pen; • 1 ruler (at least 15cm long); • 1 highlighter; • 1 eraser. <p>In addition:</p> <ul style="list-style-type: none"> - 1 scientific calculator eg CASIO FX 83GTX; - A reading book. 	
<p>* These items are available to buy from our uniform supplier Superstitch - www.superstitch86.co.uk.</p>	

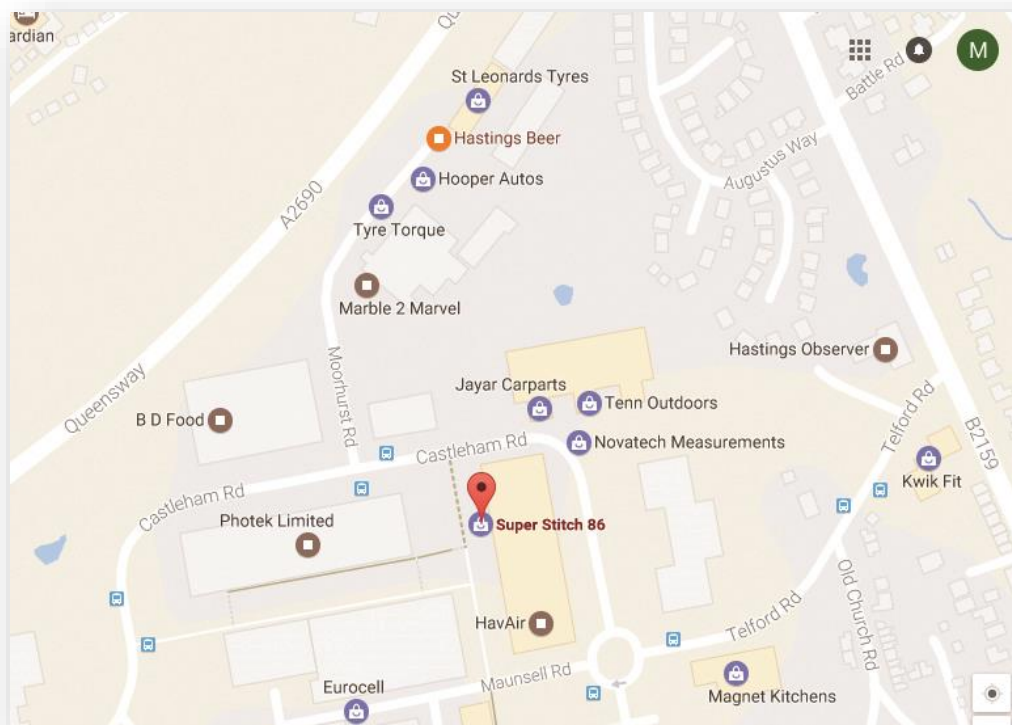
Please note our requirements are gender neutral.

14.2 Students who arrive at school in incorrect uniform

Students, who arrive to school in incorrect uniform, may be issued uniform to wear (including plimsolls), placed with a colleague for the day or their parents/carers will be contacted to bring uniform to the College. In all cases, a detention will be issued for after school only.

14.3 Our Clothing Stockist

<p>Superstitch86 6-7 Castleham Rd St. Leonards-on-Sea TN38 9NR</p>	<p>eMail: sales@superstitch86.co.uk Telephone: 01424 852225 www.superstitch86.co.uk</p>
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14.4 Equipment

14.4.1 Required daily essentials:

A pencil case containing:

- 2 working black, red and blue pens;
- 1 purple pen;
- 1 HB pencil;
- 1 ruler (at least 15cm long);
- 1 highlighter;
- 1 eraser.

In addition:

- 1 scientific calculator - the school recommends students use the CASIO FX 83GTX; calculator (can be purchased through the College library);
- A reading book.

14.4.2 Equipment for Art Lessons

These items are available to be purchased cheaply through the college:

- 6B pencil;
- 1 sharpener;
- 1 eraser;
- 1 pen in black or blue;
- Sketch books (not compulsory for KS3). If students buy their own book, this needs to have white pages.



PVA glue, tape, coloured pens and pencils and a set of paints will be required for home learning.

14.5 Planners

If you think your child would benefit from the use of a diary, please contact the Student Hub.

14.6 College Bags

Students are expected to carry bags that are suitable for holding books and equipment. Bags should be plain, with no obtrusive logos, slogans or patterns and be large enough to carry an A4 folder.

Rucksacks and backpacks are best for good back health, if worn over both shoulders.

PLEASE NOTE

Electronic devices such as iPods, iPads and games consoles are not allowed to be used on the school premises and should be switched off during the College day. **Such items are brought into College at the owner's risk.**

14.7 Mobile Phones

At Rye College, we recognise the importance of mobile phones as a tool for ensuring the safety of your child. If your child does have a mobile phone, it **MUST BE SWITCHED OFF AND PLACED IN THE BOTTOM OF A BAG** when in College. **Mobile phones are not to be used on the site at any time.**

If your child does ring you during the day, we ask that you do not answer it and contact the college instead.

If you need to contact your child urgently, please ring or email the College:

- Phone 01797 222545 or,
- Email office@ryecollege.co.uk

Any mobile phones used during the College day, will be confiscated for collection at the end of the day. **Such items are brought into College at the owner's risk.**

15 Policies and Protocols

All of our policies relating to the College can be found on our website www.ryecollege.co.uk. Other policies that relate to the Aquinas Trust and our group of schools can be found at www.aquinastrust.org.

Important policies that you might need to refer to are:

- Attendance;
- Behaviour Management;
- Teaching, Learning and Assessment;
- Complaints;
- Adverse Weather.



16 Teaching, Learning and Assessment

As a member of Aquinas, we are part of a family of schools that serve the young people of Rye from 2 to 16 years old, truly making us a community College. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

16.1 Teaching, Learning Statement

Rye College aspires to be a high performing school, raising achievement for the whole community. We offer a broad and balanced curriculum with an academic core. Our curriculum development is focused on stretching, challenging and engaging all students – we do not believe lessons should be fun for the sake of it, rather students should get gratification through success.

To achieve our goals, we require a commitment from students, colleagues and families alike. These requirements are detailed below:

Colleagues are responsible and accountable for:

- Ensuring a high-quality learning experience for all students.
- Following the College teaching, learning and assessment policy.
- Adhering to the Home-College Learning Agreement.

Students are, therefore, responsible for:

- Trying their best and taking pride in all that they do.
- Signing up and adhering to the Home-College Agreement.
- Following the Behaviour Management Policy.
- Acting on feedback about how to progress in their learning.

16.2 Assessment

At Rye College, we want every child to achieve their potential. We give each student an **Academic Profile**, based on their prior attainment in the Key Stage 2 National Curriculum. An Academic Profile is an estimate of how a student should perform in a subject when they take the terminal examinations in Year 11.

Attainment is the skills and knowledge a student has. Progress is the rate at which a student acquires new skills and knowledge. We regularly assess students' skills and knowledge using a range of evidence including classwork, homework, formative and summative testing.

We look at every student's attainment and progress against age-related expectations, allowing us to project their likely outcomes. We compare these likely outcomes to their Academic Profiles and determine if a child is on track to achieve their potential. Students, who are not on track to achieve their Academic Profile, may receive some targeted intervention to help fill gaps in knowledge and accelerate their progress.



Families will receive three reports every year detailing the academic performance of their child. In addition, Progress Evenings for each year group provide an opportunity for families and teachers to discuss how students are progressing.

Should you have any questions regarding the progress of your child in a specific subject area, or how you might be able to support your child's learning, please contact the teacher via the office (office@ryecollege.co.uk).

16.3 Rye College Values

Our Rye College values are five key phrases: Be Proud, Be Committed, Be Positive, Be Employable, and Be Kind. These values are integral to the whole College, our curriculum and our day-to-day lives.

We view these as providing distinct and simple values that, alongside the knowledge taught within our curriculum, will empower all our children with the attributes required for creating their bright futures and being happy, successful and self-fulfilled individuals.

We believe young people who engage with these five values not only grow the confidence to become more effective and thoughtful learners but also develop life skills that serve them well whether they go on to further education, employment or training. We want our values to encourage young people to see success as an active process based on their participation and engagement with education.

Our values are not only for students but all members of our 'Rye Community' – we ask of our students what we ask of our families and what we ask of ourselves. In this way, our values involve all the adults in a child's life and recognises that family, as well as school, is critical to a successful education.



RYE COLLEGE VALUES

IN OUR SCHOOL WE ARE

PROUD



POSITIVE



EMPLOYABLE



KIND



COMMITTED



16.4 Home-College Learning Agreement

This agreement is an undertaking by colleagues, families and students, detailing how we will work together and support each other in providing the highest possible standards of education and care. It is intended to foster a real sense of partnership based on clear expectations. It helps to ensure effective working relationships and open communication. The support of parents and families is crucial in creating a strong partnership in which all students can maximise their potential.

We as a College agree to:

- Deliver high quality education and set student targets to raise standards.
- Monitor achievement, attendance, punctuality, uniform and equipment, and contact families, if there are concerns.
- Use the student report system to monitor our expectations of individuals.
- Not tolerate student's disrupting the education of others; we will take a strong stance on indiscipline.
- Set, mark and monitor regular homework (families can check homework on ClassCharts).
- Take opportunities to communicate students' progress thorough Progress evenings and monitoring.
- Keep families informed about College activities through newsletters, email, text and the website.
- Promote a responsible approach to leading an active and healthy lifestyle.



As a parent and family, you agree to:

- Ensure your child attends College regularly.
- Ensure your child goes to College, in uniform, on time and with the correct equipment.
- Fully support the College's policies, including the detention systems, expectations and sanctions concerning achievement, work effort and behaviour.
- Support your child in homework and other opportunities for learning.
- Attend Progress Evenings and discussions about your child's progress.
- Contact the College with concerns as they arise.
- Allow the College to keep relevant personal records including a photograph, both electronically and on paper.
- Keep the College updated as and when personal details, especially phone numbers, addresses or emails change.

As a student, you agree to:

- Attend College regularly, in uniform, on time and properly equipped.
- Accept the College's expectations and sanctions concerning work and behaviour.
- Take responsibility for your own learning and behaviour.
- Not disrupt the teachers or affect the learning of others.
- Complete your homework and coursework on time.
- Accompany your parents to Progress Evenings.
- Be polite, co-operative and show respect for all members of the College community.
- Endeavour to participate in a range of extra-curricular activities.
- Work to the best of your ability towards your academic targets.

17 Curriculum

Our curriculum offer is simple: broad and balanced with an academic core.

It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, Mathematics and Science with a broader offer of suitable academic, vocational or technical qualifications. In recent years, our students have found great success in the creative and performing arts – and this is a commitment we see in our curriculum offer for the next academic year.

Our curriculum pathways are designed to increase the number of students entered for English Baccalaureate subjects such as the three sciences, humanities and French as well as offering all students the opportunity to study a complementary subject.

Years 7 and 8 are focused on youngsters becoming 'good learners across a range of subjects' so that by the time we consider curriculum choices in Years 9 and 10, students have a core body of knowledge and skills, an understanding of their qualification choices and are prepared for success in public exams at the end of Year 11.

Our curriculum is designed sequentially, to allow for lessons to develop our students' knowledge and understanding step-by-step, allowing for structured retrieval (revision) of previous concepts taught



along the way. We recognise that students' understanding, comprehension and use of vocabulary is central to their ability to engage in the curriculum. Subsequently, vocabulary is at the very heart of our curriculum. New vocabulary is strategically introduced, whilst retrieval exercises will support students in their use of the key vocabulary they have learned in previous lessons. This will, in turn, also be supported by their homework activities.

17.1 Life Education

Life Education comprises Personal, Social and Health Education (PSHE) and Careers Education Information Advice and Guidance (CEIAG).

Life Education is taught in one lesson per week at Key Stage 3 and 1 hour a fortnight at Key Stage 4. The programme also includes a comprehensive assembly and Mentor programme, as well as bespoke events. Students will tackle age-related topics as part of a spiral curriculum, and are encouraged to share their own and listen to others' views and beliefs in a safe, mutually respecting environment.

17.1.1 Personal, Social and Health Education (PSHE)

The PSHE curriculum contains the statutory and recommended education for young people. As well as this content being delivered across the curriculum, more specific topics are addressed through the following areas of study in the PSHE curriculum itself: Living in the Wider World, Relationships and Health and Wellbeing. This curriculum encompasses topics such as: current affairs, careers education, target setting and developing aspirations, work related learning, personal and financial well-being, citizenship, LGBTQ+, equality and discrimination and British values.

17.1.2 Relationships, Sex and Health Education (RSHE)

Relationships, Sex and Health Education is a compulsory curriculum area from September 2020, although much of the content is already an integral part of our PSHE curriculum. It involves teaching children about the following:

Relationships Education:

- Families;
- Respectful relationships including friendships;
- Online and media;
- Being safe.

Sex Education:

- Intimate and sexual relationships, including sexual health.

Health Education:

- Mental wellbeing;
- Internet safety and harms;
- Physical Health and fitness;
- Healthy eating;
- Drugs, alcohol and tobacco;
- Health and prevention;
- Basic first aid;
- Changing adolescent body.



As with all schools, we have a written policy on Relationships, Sex and Health Education available on our website. This is updated regularly in line with Government guidelines.

17.1.3 Careers, Information, Advice and Guidance (CEIAG)

Students are provided with independent and impartial careers guidance from Year 7 onwards, with a focus on developing knowledge, employability skills and aspirations. This information, advice and guidance is provided by Thrive Careers, Youth Employability Service (YES), ASK Apprenticeships, The University of Brighton and other independent careers advisers. Working with the East Sussex Careers Hub and the Careers and Enterprise Company, we use the Gatsby Charitable Foundation's Benchmarks to develop and improve our careers provision. In addition to this, we run bespoke events involving guest speakers, local employers and professionals, Further Education, Higher Education and training providers to ensure that our students are fully prepared for their future.

17.2 Religious Education

The RE curriculum is in line with statutory requirements outlined in the East Sussex Locally Agreed Syllabus which states the aim of religious education is “to give children and young people opportunities to explore the spiritual dimension of human experience and fundamental questions of human life, relating these to the beliefs, values and practices of believers and others and to their own developing beliefs and values.”

17.3 Homework

Homework is learning set to be done outside the timetabled curriculum. It contains an element of independent study as it is not usually directly supervised by a teacher. It is important in raising student achievement, and teachers expect homework to be completed on time and to a high standard. Homework has been specifically designed to support students in the retrieval and use of new and pre-taught vocabulary and will feed into future lessons.

Not all homework needs to be done at home. If for any reason your child’s homework needs to be completed in College, please speak to the form tutor.

In Key Stage 3, the following applies:

- 30 minutes of homework set per week in English, Maths, Science, History, Geography and French
- The homework set will be relevant to the learning that is taking place in the sequence of lessons at the time of setting (within three weeks)

The homework set in Key Stage 3 will serve to:

- Develop metacognition
- Retrieve pre-taught vocabulary
- Be linked to the essential/deeper questions in the lessons/sequence of lessons
- Strengthen rates of success in Daily Retrievals.

In Key Stage 4, the following will apply:

- 60 minutes per week in all qualifications



- The homework will be relevant to the learning that is taking place in the sequence of lessons taught at the time of setting (within three weeks).

The homework set in Key Stage 4 should serve to:

- Enable students to revise – with a link to retrieving the essential/deeper knowledge they have learnt in the sequence of lesson current at the time of setting.
- Completion/upgrading of coursework

17.3.1 ClassCharts

At Rye College, we communicate homework through an online application called 'ClassCharts'. This app is available for parents, families and students. It keeps you in the loop when it comes to homework, detailing what has been set and when it is due. We advise you to download this app. If you require a password, please get in touch. Tasks and resources will also be available via Microsoft Teams, the links to the correct Teams pages will be set in ClassCharts.

17.3.2 Sparx Maths & Educake

We have invested in 'Sparx Maths' and 'Educake' to facilitate the setting of homework in Maths, English, Science, History, Geography and Modern Foreign Languages. Each of these websites combine easily accessible platforms for answering questions with revision videos to support students with their learning and independent work. Students are set homework and their responses through the website:

- [Sparx - Select your school - Student Login \(sparxmaths.uk\)](https://www.sparxmaths.uk)
- [Educake - Online Formative Assessment for Homework and Classwork](https://www.educake.com)

In order to access BOTH Educake and Sparx, students must log into their Office 365 accounts FIRST using their SCHOOL email address and password. Once students have logged into Office 365, they should then go to the Educake and/or Sparx log on screens and click on 'sign in with Microsoft' in order to gain access. This SINGLE SIGN ON system therefore requires to remember only ONE password in order to access Office 365, Educake and Sparx (please note, this system is not yet live for Class Charts or Kerboodle).

Our students are also encouraged to access Kerboodle, an online resource for revision and homework for all subjects from KS3 onwards, developed to identify and fill gaps in understanding.

17.5 Library

At Rye College, we love to read and believe strongly in the importance of a good school library.

We are lucky to have a large dedicated space that means plenty of room for books and space for classes to come in to enjoy them. We have a real commitment to restocking our library with up-to-date educational resources, and new fiction choices arrive regularly.

The library is accessible before and after school as well as at breaks for browsing, reading and quiet study. It is not all whispers, however, as we also host clubs, bake sales, and other themed events. There is always something new to discover, and a welcoming and helpful environment awaits readers at all levels.



18 Educational Trips and Visits

At Rye College, we believe that our students benefit significantly from visiting places of interest and we know these experiences will broaden students’ horizons and deepen their learning.

We run regular trips to museums, galleries, theatres, sports venues and other places of interest. You will have already received an admissions pack with various permission forms, one of which relates to educational visits. We always request permission and ask you to sign and return a copy of this form. This includes a statement agreeing to allow your child to attend off-site visits. However, you will always be informed if your child is taking part in a trip or visit. It is then your responsibility to tell the College office, if you do not want your child to attend a trip.

For trips which are further afield or for a longer time, you will be sent detailed information and asked to sign a specific form for that trip.

We will ask parents for a contribution towards the cost of College trips where necessary. We do not want cost to be a reason for students to miss out, so if parents are unable to make a contribution, they should discuss this with us.

19 The Hub

The Hub is a ‘one-stop shop’ for students and their families. It is situated in the heart of the College so students can access internal support, outside services and advice before, during and after College.

19.1 Support and Services

At Rye College, the students’ welfare is of the upmost importance to us. Consequently, we offer a range of services – both internal and external – to support your child (this is not an exhaustive list):

Counselling	Place 2 Be – one to one counselling- referral only / Place 2 Talk – drop in
Dragonflies	For students who have suffered loss or bereavement -- referral only
Library Club	For students who would access a quiet area at breaks – drop in
Lunch Club	For students who struggle with the social aspects of breaks -- referral only
My Time	Group work for students who need additional support around emotional well-being -- referral only
Peer Mentoring	An older student who acts as a mentor in school to support younger students – drop in
‘Safe’ Space	An area for students who are struggling with friendship groups – drop in
School Nurse	For medical help and advice -- Appointment by text
MHST	Support for low level anxiety in teenagers
Young Carers	Group work for students who care for family members -- referral only

If you feel your child needs additional pastoral support, please contact us for a conversation.



19.1.1 Counselling

'Place2Be' provide counselling services for the College. 'Place2Be' is a children's mental health charity providing school-based support and in-depth training programmes to improve the emotional wellbeing of students, families and colleagues: www.place2be.org.uk.

19.2 Anti-Bullying

Bullying is when a person or a group repeatedly and intentionally uses or abuses their power to intimidate, hurt, oppress or damage someone else a number of times. It is helpful to think of bullying in terms of being done '**Several Times On Purpose**' - **STOP**. Bullying can take many forms, from physical or verbal abuse to bullying via text messages or the internet (cyber-bullying).

We do not tolerate bullying and nor should you.

At Rye College, we try to tackle any form of bullying at the earliest opportunity by working with the student being bullied to develop a plan using a mediation and restorative approach.

We address bullying on the journey to and from school, if the bullying is carried out by students in school uniform and we are informed, however, we are unable to take action over incidents at weekends or during the school holidays.

What should you do, if you think your child is being bullied or you witness bullying?

- Contact the 'Student Hub' and report it;
- Be sure of your facts and have names, a description or names of witnesses, if appropriate;
- Your child will be asked to write down these details with the support of the 'Student Hub';
- We will then help your child to sort out the problem by using restorative justice, mediation and, in extreme cases of persistent bullying, fixed term exclusion;
- We will contact you with the outcome;
- Please do not take matters in to your own hands.

If you have concerns regarding bullying, please get in touch immediately:

- Phone 01797 222545, or;
- eMail: studenthub@ryecollege.co.uk

19.2.1 Cyber-Bullying

We do not tolerate any form of cyber-bullying and, although we try to deal with this in a similar manner to other forms of bullying, we can only help if we can identify the person doing it. It can be very difficult to trace ownership of an online account.

We are able to search for an image on a mobile phone, if it is likely to be used to cause harm (via text message or the internet) but we cannot trace, block or remove online accounts.

What should you do if you think your child is being bullied online?

- Do not comment back;
- Block the person and report them to the social media platform you are using;
- Contact the 'Student Hub' and, if possible, provide screen shots of the messages.



We advise all parents to check their children's digital footprint regularly and report any suspicious activity to the College so we can support you in keeping your children safe online.

For more information about online safety please refer our website:

www.ryecollege.co.uk/parents/online-safety-for-parents.

Everyone has the right to be safe and happy at Rye College. So, don't just ignore it... Report it!

20 Behaviour Management

20.1 Classroom Behaviour

Where a student fails to meet classroom expectations, the following system is used:

1. **Verbal warning;**
2. **Subject / Homework Detention:** 30 minutes detention after College - 3.30 -4.00pm used to complete the homework or classwork missed;
3. **Relocation:** Removed from lesson owing to disruption to the learning of others. There is an automatic 60 minutes detention after College - 3.30pm – 4.30pm this time is used to complete the learning lost because of the student's removal from the lesson.

Colleagues may move to relocation, without warning, if necessary. Parents of students who are continually being relocated will be asked to meet with the College to discuss a way forward and agree additional support.

PLEASE NOTE

The majority of detentions are ONLY run after school. If students are unable to attend, they are encouraged to discuss this with Mr. P. Franks.

- No allowances are made for not attending detentions unless exceptional circumstances are demonstrated in writing. The Headteacher's decision is final.
- **It is the family's responsibility to arrange transport home following a detention.**
- Community service around the College may be given as part of any detention, this includes litter picking.
- Students who do not attend the 30 minutes detention will receive a detention for 1 hour the following day. Failure to attend this will result in a day in Solo Study and an hour after school the next day.

We expect all families to fully support the College in implementing this process.

Families are informed of detentions via ClassCharts ONLY, so please check all notifications.

20.2 Damage of Rye College property

In the unfortunate situation where property is deliberately damaged, or damaged due to inappropriate behaviour **the full cost of repair or replacement with administration will be charged.** **Please note the administration fee is a flat rate of £25.**



20.3 Rewards and Sanctions

We believe encouragement, praise and reward are central to unlocking the potential of all our young people. Encouragement and praise underpin positive relationships between colleagues and students which in turn promote good teaching and learning. Good behaviour is promoted by drawing attention to, and acknowledging, the positive discipline for learning and hard work shown by others. Praise needs to be used appropriately, sincerely and linked to specific examples.

Students can be rewarded in each of our Rye Values areas:

- Proud
- Positive
- Employable
- Kind
- Committed

Students receive reward points via ClassCharts, allowing families to view them.

Every term, reward celebrations take place to recognise those students who have demonstrated 'Rye Values' as well as those with high rates of attendance since the start of the year and over the term.

At the end of the year, students celebrate with an Annual Reward Assemblies and an Evening Event. Students in Year 11 finish the year with a Leavers' Assembly and Prom Event.

21 Special Educational Needs and Disabilities (SEND)

All colleagues at the College are committed to meeting the Special Educational Needs of all students, whether they are academic, emotional, social or physical. Training on supporting students with special educational needs forms an integral part of our annual training programme.

We aim to meet students' needs as far as possible within the normal classroom environment to avoid negative perceptions on the part of students.

All curricular opportunities are open to all students with special needs within the bounds of the Disability Discrimination Act. Reasonable adjustments may be necessary in the interests of individuals. We seek to create an environment which meets the individual needs and talents of all our students in a caring, supportive and disciplined manner.

For more information, please refer to our SEND Policy.

21.1 Intervention

There are times when a student's progress and learning require intervention from the teacher, tutor or College as a whole to secure a successful outcome. There are different levels of intervention applied and used at the College.

- **Universal** describes the quality inclusive teaching that takes place in the timetabled classroom. Teaching will take into account the needs of all the students through differentiation and creating an inclusive learning environment.



- **Targeted** describes specific, additional and time-limited interventions provided for groups of students. This may seek to develop specific skills or knowledge required to accelerate their progress to enable them to work at or above expectations. This may require intervention for the group within or outside of the lesson.
- **Enhanced** describes provision for individual students who require highly personalised intervention. Usually, students will be withdrawn from the timetabled lesson to receive bespoke intervention programmes delivered by specialists, at this level there would be referrals to outside agencies. Medical Conditions

Rye College understands our responsibility to make the College welcoming and supportive to those with medical conditions whether currently attending or considering enrolling in the future.

We aim to provide all children with medical conditions the same opportunities as other students at College.

Students with medical conditions are encouraged to effectively manage their condition with support and care from the College. Please refer to our Supporting Students with Medical Conditions Policy on the College website. Students may require an individual Health Care Plan, if a medical condition is ongoing. If you think your child may require an Individual Health Care Plan, please contact Ms. Mills, Assistant Inclusion Manager.

21.2 Accidents and Illness

If a student has an accident or feels unwell, they must tell an adult in the College straight away. If they are too ill to remain at College, then we will contact the family. If your child rings you to inform you, they are ill, please tell them to go to the Student Hub. We will assess them and contact you, if they cannot remain in College.

PLEASE NOTE

The College provides Emergency First Aid we cannot diagnose or provide treatment other than Immediate Emergency First Aid.

- Years 7 and 8 must be collected from the College: students will not be allowed to make their own way home, if they are unwell. At parental request and dependant on the emergency first aid assessment Years 9 to 11 may travel home alone.
- Any student who presents with any type of head injury or COVID-19 symptoms must be collected from the College; they will not be allowed to travel home unaccompanied.
- If we are required to call an ambulance, you will be contacted and asked to accompany your child in the ambulance. College staff are unable to accompany students to hospital.

21.3 Medicines

Should you need to provide prescribed medication for administration during College hours, **it is vital a consent form is completed, and the medication is handed in at the office.** Medication will be stored securely and will be available for collection at the end of the day. **With the exception of asthma inhalers and adrenaline auto-injectors, students are not allowed to administer drugs themselves.** If a student wishes to take a pain killer, they must go to the Attendance Office.



In all cases relating to any form of medication, it is the responsibility of the parent and family to ensure that all medication is within the use by date.

First Aiders trained in administering medicine will not administer medicine that is out of date and will adhere to the doctor's instructions on the prescription.

Please note

We cannot provide ANY form of medication, apart from an emergency asthma inhaler/auto-injector.

21.3.1 Inhalers

All inhalers should be clearly labelled with the student's name and be carried by the student at all times, including off-site activities. A second inhaler, clearly marked with the student's name, should also be left in the SEND Hub First Aid cupboard.

21.3.2 Adrenaline Auto-Injectors

If your child suffers from any type of allergy or allergic reaction, then they must bring in a letter from their doctor outlining the nature of the condition and the necessary remedial action required. Students who use auto-injectors, should provide their own spare for College, and should also be left in the SEND Hub First Aid cupboard.

In all cases relating to any form of medication, it is the responsibility of the parent and family to ensure that all medication is within the use by date.

21.3.3 Insulin

If your child has diabetes, they will have an Individual Healthcare Plan. Your child may administer their own insulin or, with the consent of parents, a trained colleague may also administer it. Your child will know where their insulin is and that it is easily accessible.

21.4 First Aid

There are a number of first aid trained colleagues available at all times during the College day and a first aider will always accompany any educational trips and visits. A record of treatment given is made at the time and may be shared with families as appropriate.

Please ensure that you have completed and returned the Emergency Contact form. If you are unsure whether you have returned this form or if your details have changed, please contact the office.

First Aid boxes are continuously maintained and situated at various points around the College.

The College provides Emergency First Aid ONLY we cannot diagnose or provide treatment other than Immediate Emergency First Aid.

22 Pupil Premium

The College uses the Pupil Premium to enhance collective provision with a particular focus on:

- Closing the Progress 8 gap between those for whom the College receives Pupil Premium funding and other students.



- Improving attendance rates for students in receipt of Pupil Premium funding and in turn the whole College.
- Increasing student awareness, participation and appreciation of wider opportunities both inside and outside the College community.

Our approach is that within the classroom, teachers teach the students in front of them according to their needs and abilities, not their economic circumstances. Therefore, the focus of provision funded by the Pupil Premium has been to ensure all students arrive at the classroom door on a level playing field.

23 Online Safety

The internet provides a valuable resource in terms of research for learning along with a range of social media tools that allow users to interact with one another. While recognising the benefits of these media for new opportunities for communication, Rye College sets out the principles colleagues and students are expected to follow when using social media and electronic communication tools. Please refer to our College website and view the [Online Safety Policy](#) for further information.

All electronic communication between colleagues and students will take place through the College's approved communication tools.

Please note:

All computers in the College / provided by the College are monitored in real time both **online and offline**. This means that the College captures activity that may indicate a risk, even outside of the regular web browser such as in a Word Document, Messaging apps etc. This includes checking for:

- Illegal child sexual abuse material
- Unlawful terrorist content
- Adult content
- Offensive Language

24 Catering and Payment Systems

We have our own catering facility on site offering a wide variety of healthy food options. We provide for allergy sensitive and vegetarian diets. There is also a Food Cube that requires cash to purchase warm snacks during break times. Menu options are detailed on our website.

Some children may prefer to bring sandwiches and supplement them with items from the cafeteria. Provision is made for all food to be eaten in the designated dining areas.

24.1 Online Payments

Rye College uses ParentPay as the online payments system to pay for your child's lunches, trips, activities, equipment and uniform items. Log in details will be supplied via email to families at the beginning of term.

24.1.1 Cashless Catering - How it works

The system has till terminals integrated into the catering facility.



- Students are issued with a 5-digit pin code within the first few days of term to access the till system (students can use cash until their code has been issued).
- Families log into ParentPay to add money to the student's account
- Student chose their food from the canteen and enter their unique pin code, whereby the ParentPay account is debited the appropriate amount.

Please note if your child is entitled to Free School Meals, the canteen will be informed.

The benefits of a Cashless Catering System are:

- Parents can ensure the money they give their child is used for lunch;
- The speed of service is increased and queues are greatly reduced;
- Students on free school meals use the free school meals allowance first;
- Students carry cash less often;
- Student diets can be improved and purchases can be monitored;
- The caterers can analyse popular lines to assist in menu planning.

Please contact College Services if you are having problems accessing the online payment system - office@ryecollege.co.uk.

25 Health and Safety

The Aquinas Trust board recognises that making appropriate provisions for the health and safety of all persons using College facilities and those participating in off-site educational activities is fundamental to the wellbeing of the College community.

Our Health and Safety Policy, its supporting documentation and arrangements for implementation meet our legal obligation and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all colleagues to be familiar with the contents of this policy. All students, colleagues, visitors and other users of the premises will be required to observe the Health and Safety Policy of the College.

25.1 Fire Evacuation Process

There are regular routine fire alarm practices throughout the academic year. Students are escorted by their teacher to the fire assembly point where they will line up according to their tutor group. Registers are taken to ensure all students are accounted for. This procedure will also be followed in the event of any other emergency situations.

Students and colleagues will not return to the buildings until the Headteacher or nominated fire marshal has determined that it is safe to do so.

Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation which may cause an imminent risk to personal safety. In the event of a suspected fire the alarm will be operated but in other cases, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarm or operating any electrical



equipment. In all cases, buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified.

25.2 Facilities

The College has a number of specialist facilities to support children with their learning:

- Library
- Student Hub
- Rye Theatre
- IT Suites
- Music Practice Suite
- Sports Hall, Gym and sports field
- Multi-use Games Arena (MUGA)
- Canteen and Food Cube

26 Data Sharing Privacy Notice for Families

On the 25th May 2018, the General Data Protection Regulation, known as GDPR, came into effect. GDPR imposes additional obligations on organisations and gives you extra rights around how your data is used.

We want you to know that Rye College respects the information we hold on you and that we take the security of your information very seriously.

We have published a new Privacy Notice to give you more information on the data we hold on you, what we do with that data, who we share your data with and your new rights under the GDPR. Our updated Privacy Notice is on our website: www.ryecollege.co.uk/college/policies.