



Welcome Booklet 2023

Parent Information





Welcome to Felpham Community College!

We are delighted that you have chosen Felpham Community College as the secondary school for your son/daughter and look forward to many successful years of working together.

Please see the following pages for key information to ease the transfer process for you and your child. This booklet has been especially written for our new intake and we hope it will give them, and you, all the essential information needed for their transfer here.

Information about our Welcome Days has been sent already; these take place on either Thursday 22nd June or Thursday 29th June depending on which primary school your child attends. There will be a variety of activities for your son/daughter throughout the day focused on supporting literacy.

This booklet includes full details about the start of term in September, as well as information about New Intake Day which is on Wednesday 5th July. New Intake Day is for all new students and has been organised so that there will be opportunities for the students to meet each other and their form tutors, as well as having the chance to see the whole school and participate in various lessons.

New Intake Evening is on Monday 10th July and is for parents/carers of new students, we hope that you and your son/daughter will be able to attend; more information will follow nearer the date. There will be a presentation from myself and the opportunity to meet your child's year leader and the form tutors. You can also view the school uniform and visit the stationery shop, should you wish.

We are excited to meet your child soon and to welcome them as part of our community.



Best wishes

Ms M L Kelly
Acting Headteacher

Year 7 Team

We hope this information pack provides you with all the information that you will need prior to your child joining us in September. However, if there is anything that you would like more information on, please do email us at fcc@felpham.org.uk.

The Year 7 Team are below



Mr E Whiffin
Deputy Headteacher



Miss R Greenland
Year 7 Leader



Miss J Moon
Year 7 Manager

Arrangements for New Intake Day Wednesday 5th July 2023

During this day your child will find out more about their new school. They will be introduced to their Form Tutor and get to know the rest of the students in their tutor group.

Students should bring:

- A few pens and pencils
- Packed lunch (free school meals will be arranged for students in receipt of them)

On arrival:

- Your child will be met at the front gate from 8.15am by their Year Leader and Year Manager. If it is raining the children will be directed into the main hall.
- Your child will be shown in to the Arun Leisure Centre sports hall.
- There will be peer supporters, current year 9 students, to assist your child throughout the day.
- During the morning they will spend time in their new tutor group, getting to know each other and the Form Tutor. They will also find out what lessons are like at school.

The day will finish at **2.50pm**.

If you are collecting your child by car please park in the Arun Leisure Centre car park.

Arrangements for the First Day of Term Monday 4th September 2023

What your child should bring:

- Bag (named, strong and suitable)
- Reading book
- Key-ring for locker key
- Packed lunch, unless you are going to use the canteen. Lunch will be provided for students in receipt of free school meals.
- Bottle of water in a clear plastic bottle - we have FCC reusable bottles for sale at £1.50
- Pencil case (named) containing:
 - Pens (black, blue and red)
 - Pencils
 - Coloured pencils
 - Ruler
 - Eraser
 - Basic calculator
 - Sharpener

Please note that we sell all of the equipment needed above at low cost in the stationery shop in our Library.

On arrival

- Your child should make their way to their tutor room from 8.15am (staff and students will be around to assist the children).
- Your child will be met by their Form Tutor where they will spend time with them and attend an assembly.
- Your child will be given their timetable. If you ordered a locker key for your child, these will be handed out. Students will take a tour of the school during which they will be shown where their lockers are allocated.
- Students will be taught lessons during periods 3 to 5 and return to their Form Tutor in their tutor room period 6.

The School Day

The school day begins at **8.25am** and ends at **2.50pm**. During the day students have six different lessons each of which last 50 minutes. The day is divided up like this:

The school day - lesson timings	
8.25	Warning Bell
8.30 - 8.35	Registration
8.35 - 8.50	Tutor Time or Assembly
8.50 - 9.40	Lesson 1
9.40 - 10.30	Lesson 2
10.30 - 10.50	Break
10.50 - 11.40	Lesson 3
11.40 - 12.30	Lesson 4
12.30 - 1.05	Lunch
1.05	Warning Bell
1.10 - 2.00	Lesson 5
2.00 - 2.50	Lesson 6
2.50	End of day

School Communication - how we keep in touch

Website

The school's website is full of useful information for parents/carers and students. It has a News page which we use to publicise important events and information. It can be found at www.felpham.com. The website news page also feeds the schools Facebook and Twitter accounts which can be found at: www.facebook.com/felphamcc and [@felphamcc](https://twitter.com/felphamcc) respectively. You can contact the school via the 'Contact Us' on the website page or by emailing fcc@felpham.org.uk.

Bromcom

Of paramount importance to our school is the safety of the students and effective communication with parents/carers. We use a system called Bromcom to send text and email messages to parents/carers. Most routine correspondence is sent via email and we will use text messages to highlight particularly important messages.

We use Bromcom to send a text message to parents/carers for all unreported student absences. If your child is absent, and you have not notified the school, you will receive a text message informing you of the absence and requesting that you contact us to explain this.

Student and Parent Bulletin and Newsletters

The school emails a weekly Student and Parent bulletin to all students and parents/carers every Friday during term time. The bulletin contains information about upcoming events, whole school and year group notices and messages from individual staff and departments. The school also emails a newsletter to parents/carers at the end of each term, celebrating the events our students have been involved with.

Operoo

Operoo is online system we use to record student medical details, emergency contacts and parent/carer consent for use in the medical room and for school trips. Parents/Carers will receive an email from Operoo asking you to register and complete a medical profile for your child, you will receive regular reminders from them until this is completed. An online consent form is emailed for each school trip or sporting fixture that your child is invited to attend. Students must have a completed medical and consent form to take part in a school trip. If you need assistance registering with Operoo please contact parentpay@felpham.org.uk

ParentPay

Felpham Community College is a cashless school. We use ParentPay for all payments to the school including lunch money, school trips and the deposits for our library and locker keys. Parents/Carers need to register with ParentPay to access their child's account to make payments. We will provide you with registration details before your child joins the school in September, so that you can top-up lunch money and pay the library and locker key deposits ready for the new term. We are unable to accept cash for these deposits.

Microsoft 365

Each student is given a Microsoft 365 account when they join the school. This includes an email address and access to five copies of the Microsoft Office desktop applications which you can download and install on any device at home including PCs, laptops, tablets and smartphones. Students also have access to Microsoft OneDrive with up to 1Tb of data storage.

Licenses to use the Office applications and OneDrive are valid all the time that your child is a student at Felpham Community College. Please ensure you and your child read the Acceptable Use Policy linked in the Admissions Form you will shortly receive.

School Attendance

Regular attendance and punctuality are vital ingredients for student success in school. There is a direct link between your child's attendance, their achievement in school and subsequently, their life chances beyond.

The school is committed to working in partnership with our parent body to ensure all students achieve our target attendance of 96%. It is important to establish good habits regarding regular attendance and punctuality, we expect all students to be at school and in class on time, fully prepared for their lessons. Should attendance problems arise please contact the school immediately to discuss them so that solutions can be found.

The school will:

- Register all students and record all absences.
- Make contact with parents/carers if a student fails to attend without previous notification or contact from home.
- Follow up any unexplained absence.
- Inform parents/carers if we feel a student's attendance is of concern.
- Request a GP appointment card or that a GP consent form is signed if a student's absence pattern or percentage is of concern.
- Provide students with a Healthcare Plan if they have a medical condition that can affect attendance.
- Continuously monitor attendance, making referrals to the Pupil Entitlement Investigation Officer where necessary.
- Encourage and reward good attendance and punctuality.

We ask parents/carers to:

- Encourage their child to attend school every day.
- Ensure their child goes to bed at a reasonable time on school days.
- Ensure their child arrives at school on time, properly equipped for the school day.
- Contact the school by 8.30am each day of absence giving reasons for absence.

Medical Appointments:

- Arrange non-urgent appointments (doctor, dentist etc) out of school hours whenever possible. Where this is not possible, a supporting document must be provided.
- Give prior notice to the school if the student does need to leave during school hours. Students are expected to attend school before and/or after such appointments.

What we expect from students:

- That they attend school regularly.
- That they arrive at school and lessons on time, appropriately prepared for the day/lesson. Registration is from 8.30 to 8.50am.

Holidays

No holidays will be authorised for any year group unless there are exceptional circumstances agreed by the Headteacher or the designated Deputy Headteacher.

Unauthorised holidays of 5 days or more are referred to West Sussex for a decision on a Fixed Penalty Notice.



Attendance Matters

Attendance plays a big part in your child's education and future (see graph below). With poor attendance your child may struggle, fall behind, feel isolated and may not achieve their full potential.

Contact details for reporting all absences/appointments/holidays etc.

Direct Line: 01243 838028

Text: 07860 054358

Email: attendance@felpham.org.uk

Reporting procedure

- ▶ You can contact attendance directly 24hrs a day. All absences need to be reported to the attendance office only, **no later than 8.30am** on the day of absence and a reason needs to be given. Absences that are not reported to attendance, or are without a valid reason, are marked as unauthorised.
- ▶ We expect your child to come in on occasions when feeling unwell with mild symptoms such as feeling sick without actually being sick, period pains, sore or sprained limbs, a cough, cold or sore throat and aches and pains etc.
- ▶ When reporting absences, we do not expect you to go into full detail, although one word/line reason is required - whether it is a headache, sickness or a cold etc. Unfortunately, we cannot accept 'unwell' or 'under the weather' as a reason as the absence needs to be recorded accurately so that we can support where needed.
- ▶ If your child has a sickness bug they will need to remain off school until 48 hours after their last episode of sickness and/or diarrhoea to prevent spreading the illness; they will be sent home if they arrive in school before this time limit.
- ▶ All medical appointments should be booked after school and during school holidays where possible. Any appointments during school hours should be reported to attendance in advance of the appointment and be supported with a copy of the appointment letter, email, card or text. We expect your child to come into school before and/or after their appointment (unless otherwise agreed).
- ▶ Unfortunately, we are unable to authorise holidays in term time. All 'exceptional circumstance' holiday requests must be accompanied by an Absence from Learning form which can be downloaded from the school website or your child can collect a paper copy from the Attendance Office; advanced warning of absences needs to be given.
- ▶ Long term absences (5 days or over) may require medical evidence by way of an appointment letter/email/text or a picture of prescribed medication showing the child's name and the date it was prescribed.

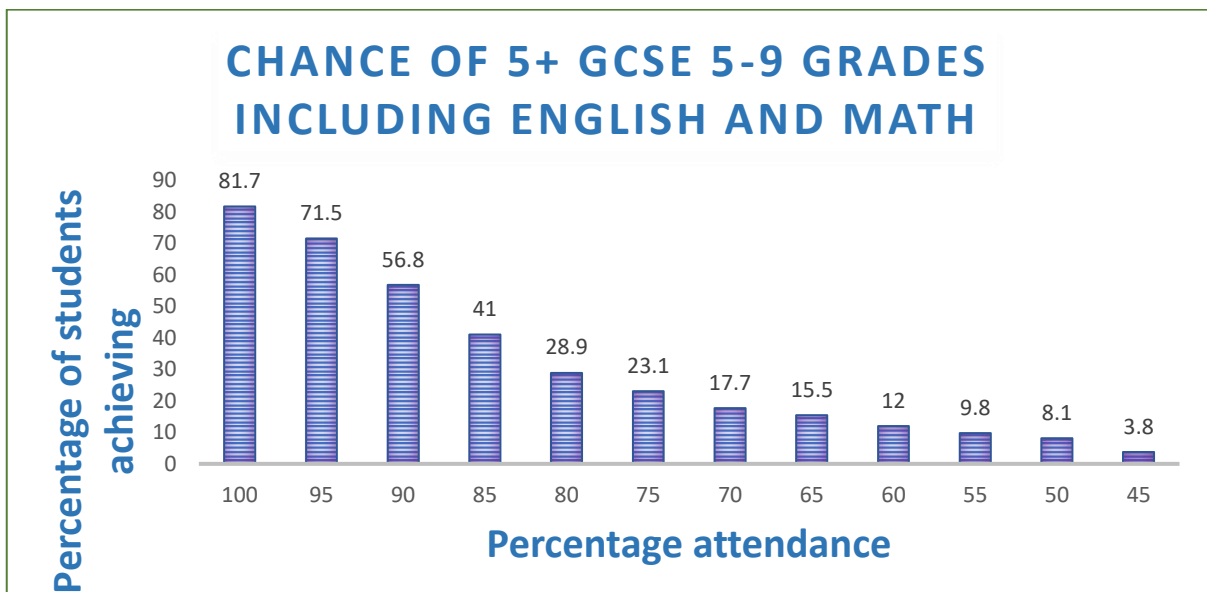


Where does your child fit in?

What is their attendance %?	How many days of absence and how much learning is missed?	What is the impact?
100% Attendance	0 days missed	Gives your child the best chance of success and they are likely to be happy, connected and learning
95% Attendance	9 days of absence 1 week and 4 days of learning missed	
90% Attendance	19 Days of Absence 3 Weeks and 4 days of Learning Missed	Makes it harder for your child to progress and they may be feeling pressure, feeling distant and having difficulty engaging
85% Attendance	27 Days of Absence 5 Weeks and 3 Days of Learning Missed Almost half a term missed	Has serious implications on learning and progress and they might be experiencing frustration, isolation and/or confusion
80% Attendance	36 Days of Absence 7 Weeks and 3 Days of Learning Missed Half a term missed	
75% Attendance	45 Days of Absence 9 Weeks and 1 Day of Learning Missed Almost 1 whole term missed	

The school, year offices and staff want to work with and support you around your child's attendance, so if there is any information that can help us to do this, then please do contact us.

The graph below indicates the potential impact of attendance in obtaining GCSE grades:



We would like to thank you for all your efforts in ensuring that your child(ren) are at school and arrive on time.

School Term and Holiday Dates 2023 - 2024

Autumn Term 2023

Friday 1st September * to Friday 15th December 2023

* Friday 1st September is an **INSET** day

Term starts for students in Year 7 and Year 12 on Monday 4th September 2023
and for students in Year 8, 9, 10, 11 and 13 on Tuesday 5th September 2023

Half term: Monday 23rd to Friday 27th October 2023

Spring Term 2024

Tuesday 2nd January* to Thursday 28th March 2024

* Tuesday 2nd January is an **INSET** day

Half term: Monday 12th to Friday 16th February 2024

Spring Break: Friday 29th March to Friday 12th April 2024

Summer Term 2024

Monday 15th April to Tuesday 23rd July 2024

Half term: Monday 27th to Friday 31st May 2024

INSET Days 2023 - 2024

Friday 1st September 2023

Wednesday 27th September 2023

Monday 27th November 2023

Tuesday 2nd January 2024

Friday 28th June 2024

School Uniform

School uniform is a key feature of a successful school. If students look smart it creates a work-like atmosphere in school and leads to fewer distractions from learning. Good uniform also reflects well on the school in the community and fosters a sense of pride and belonging.

Individuality and creativity are important but should be expressed by students through the curriculum they follow, rather than through personal appearance.

Please [click here](#) to view our uniform leaflet. Price lists and ordering information from our uniform suppliers will be sent shortly.

If you are in doubt about uniform, please contact the school before purchasing.

Our Canteen and Cashless Catering Service

At Felpham Community College we use a cashless catering system. Students are issued with a card to enable them to access their account and purchase items from the canteen and other service points within the school. Each account holds information about the student and their purchases. Parents/Carers can access their child's account via the internet to add money and view what purchases have been made. Students will receive their card on the first day of term.

Free School Meals

We wish to ensure that all families with entitlement to Free School Meals have the opportunity to apply to be included in the scheme.

There are two reasons why it is important that families entitled to this benefit register their claim:

1. Students receive a daily allowance, currently £2.45, which enables them to purchase a healthy two-course hot or cold lunch. Our cashless catering system does not differentiate between a student who pays for their meals and a student on free school meals.
2. All schools receive additional funding from the government based on the number of students who are entitled, and have, claimed free school meals. Just registering your child for free school meals means that the school gets this extra money.

Full information about free school meals, including the online application form, is available on the West Sussex County Council website, please [click here](#).

If you think you may qualify for free school meals; please either complete their online form or you can request a paper copy from the Finance office. If you apply and you are unsuccessful this will not affect any of your current benefits.

If your child is attending a West Sussex school and is already entitled to free school meals, you do not need to reapply. If your child receives free school meals, but you are moving in to West Sussex, you will need to reapply.

Medical Room

The Medical Room service is run by a qualified member of staff who, together with other appropriately qualified staff, enables the school to fulfil its responsibilities for medical care of all students.

The Medical Room service and First Aid provision are subject to very strict guidelines to which the school is obliged to comply. Our Medical Conditions in School policy is on our website and can also be viewed via this link: <https://www.felpham.com/our-school/policies-and-guidance>.

Parents/Carers are encouraged to complete an online Operoo form they will be emailed in order for the school to be made aware of any medical conditions.

Please also be aware of the following strict guidelines, which apply to Medical Room practice:

- It is the responsibility of parent/carers to assess the health and wellbeing of their child in the morning before school to ensure that they are well enough to attend that day. FCC will always respect a parent's/carer's decision to send children into school and therefore will encourage students to continue on, once they have arrived. It is worth noting, that if a student is sent home ill, after being unwell in school, they will be marked as ill (the same as if they were reported ill in the morning) and you will be contacted to collect them.
- **Sickness:** If your child has a sickness bug, they will need to remain off school until 48 hours after their last episode of sickness and/or diarrhoea to prevent spreading the illness. Students will be sent home if they arrive in school before this time limit.
- Prescribed medicines may only be administered with written parental consent on an electronic Cognito form, paper copies can be provided if necessary. Medication such as antibiotics will only be administered from the Medical Room if it is required four times per day, making one dose necessary during the school day.
- Paracetamol may only be issued to students if parental permission has been given via Operoo. Paracetamol can then be issued to students between 12 noon and 2.00pm without verbal consent. Before noon verbal permission will be necessary. The time that paracetamol is administered will be written on a note by the Welfare Assistant and given to the student to take home.
- Students are required to bring water to school in a clear plastic bottle.
- Please note that the medical room cannot provide post-injury medical support. It is the responsibility of parents/carers to ensure appropriate dressings are on injuries when their child comes to school each day. Likewise we cannot provide non-prescription creams, medicines, cough sweets, antihistamine, ibuprofen etc.
- **Hay fever:** Parents/Carers will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer personal prescription antihistamine for symptoms of life-threatening allergic reaction and not as a precautionary measure.
- **Allergies:** It is the responsibility of parents/carers to inform the school if their child suffers from allergies. All students requiring an auto-injector as treatment must carry their own with them at all times and a second must be given to school to remain in the medical room.
- **Asthma:** Immediate access to reliever inhalers is vital. Therefore, if an inhaler is the prescribed treatment, two must be bought into school. The student needs to carry one inhaler with them at all times and the other one must be given to the school Welfare Assistant, in the labelled prescription box, to be kept in the medical room.

Please keep the medical room updated with current contact telephone numbers at all times in case of an emergency.

The Library

In the library at Felpham Community College we pride ourselves on being able to provide your child with the best reading material available. Reading - whether for study or pleasure - is a pastime which we actively encourage, and there are many opportunities for students to become involved in book award schemes and discussion groups.

Each year we run a Reading Club designed specifically for year 7 students, which meets once a week and allows those who take part to vote on their favourite fiction books from a selection of shortlisted titles. In addition, we support all areas of the curriculum with an up-to-date range of non-fiction material which is constantly being reviewed and updated.

In order to ensure that we can offer the best possible selection to every student, we ask for a deposit of £5.00, which will be returned to you once your child leaves school, upon safe return of all book loans.

Payment for the library deposit will be by ParentPay, more information will follow shortly.

Please note we are unable to accept cash for library deposits.

Stationery Shop

At Felpham Community College students are expected to be well equipped for lessons. We run a stationery shop in the school library on a daily basis that offers good value for money.

Our starter pack includes:

A pencil case, handwriting pen, 4 eziball biros, set of colouring pencils, ruler, pencil, highlighter, maths set and a scientific calculator and is priced at £15.00. These can be ordered and paid for in advance and collected on the New Intake Evening; more information will follow.

We often stock other items like folders, dividers and different pens, feel free to come into the Library and see what we have in stock.

Equipment for specific lessons is listed below:

English

Pocket dictionary and thesaurus (recommended for home use); highlighter pens

Maths and Science

A scientific calculator (recommended Casio Fx-83GTX), this can be purchased from the school or local retailers, a compass and a long ruler (30cm)

Lockers

Your child will be offered the opportunity to have a locker at a cost of £5.00, £2.00 of which will be returned to you once your child leaves school, upon safe return of the key. Lockers are provided as near to students' tutor rooms as possible.

If your child loses their locker key they should let their Form Tutor or Year Office know. Parents/Carers will need to pay £5 for a replacement key. The school do not keep replacement keys in stock, they need to be ordered and can take a significant amount of time to replace. We highly recommend students bring in a key-ring for locker keys.

Payment for the locker key deposit will be by ParentPay, more information will follow shortly.

Please note we are unable to accept cash for locker key deposits.

Music Tuition

At Felpham Community College we strongly encourage all students to consider taking additional music tuition. Learning an instrument has been shown to increase confidence and relieve stress, whilst improving memory and problem-solving skills. It is fun, creative and rewarding! We also have many ensembles at school that students can join once they are learning an instrument.

Our visiting peripatetic music teachers are highly experienced and very friendly - they will teach complete beginners, up to the highest levels. Currently, our visiting teachers offer music tuition in the following instruments:

- Woodwind (Recorder, Flute, Clarinet, Saxophone etc)
- Brass (Cornet, Trumpet, French Horn, Trombone etc)
- Piano and Keyboard
- Voice
- Drums
- Guitar
- Strings

If the instrument your child is interested in is not listed above, or you have any questions, please contact us at fcc@felpham.org.uk.

To begin or continue music tuition, please contact the teachers directly as follows:

- ◆ For Woodwind: Mr Monnery - ianmonnerywoodwind@gmail.com
- ◆ For Brass: Mr Howarth - russ.howarth@btinternet.com
- ◆ For Piano/Keyboard, Voice, Drums or Strings:
Inclusive Music and Movement - imm@inclusivemusicandmovement.com
- ◆ For Guitar or Ukulele:
Mr Nunnikhoven (West Sussex Music Hub) -
<https://www.westsussexmusic.co.uk/make-music/music-lessons/>

Group or paired lessons and instrument hire (one instrument only) are free to children in care and those in receipt of free school meals. Please contact us at fcc@felpham.org.uk if this applies to your child.

If you are considering buying an instrument please contact us at fcc@felpham.org.uk as we may have an instrument in school that your child can borrow, or we can give advice about the best make and model for your budget. There are also instrument hire schemes from West Sussex Music Hub and local music shops that are a brilliant option for beginners.

We look forward to seeing high numbers of our new students begin or continue their music tuition journey.

Data Protection

Felpham Community College collects and uses personal information about students, parents/carers and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Data Controller

Felpham Community College complies with the Data Protection Act 2018 and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z5370849).

The Data Protection Officer (DPO) for the school is Mr P Rayner, School Business Manager.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

We process personal data because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Please refer to the Felpham Community College website for further information regarding data protection, including policy and privacy notice.

<https://www.felpham.com/our-school/policies-and-guidance>

CCTV Policy

At Felpham Community College, we take our responsibility towards the safety of staff, visitors and students very seriously. We use surveillance cameras to monitor any instances of aggression or physical damage to our school and its members, and to monitor any unauthorised access to our site.



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