



Tavistock
COLLEGE

Welcome

to our College



Together: we care, we challenge, we excel



A Co-operative school



We promote a common set of values

- *Self-help*
- *Self-responsibility*
- *Democracy*
- *Equality*
- *Equity*
- *Solidarity*

Together: we care, we challenge, we excel



What is a Tutor and Tutor Time?

- First port of call, for you and your child
- The most important link between school and home
- Tutor time is the first 20 minutes of the school day, preparing the students for the day ahead
- Vital to develop the golden threads of the colleges values and principles

The Golden Threads



Who do I contact if...



My daughter has left her lunch at home this morning, what can I do?
I have not received a letter that other parents have received, what can I do?

Ms Cocker, Lower School Hub Administrator

c.cocker@tavistockcollege.org
01822 614231 ext. 214



My son is struggling with his homework, what can I do?
My son has an appointment at the hospital next week during college hours, where can I arrange to meet him?
My daughter having friendship problems, how can you help?

Tutor



My son has not settled into Year 7 as well as we had hoped, how can you help us with this?
My daughter is struggling to organise herself, do you have any tips that can help her?

Mr A Jerrett, Transition Officer

a.jerret@tavistockcollege.org



My son has issues with another child following an incident that happened at break time yesterday.
My daughter is struggling in class, what can you do to help her?

Mr E Lane, Head of Year 7

e.lane@tavistockcollege.org



If for any reason your question has not been answered, I would be your next contact.

Mr Tristan Forster, Assistant Principal and Transition Lead

t.forster@tavistockcollege.org

Tavistock College Uniform

Tavistock College uniform plays an important part in contributing to the ethos and values of the College.

The wearing of our uniform allows students to identify with the College and demonstrates their pride in being a student at Tavistock, both in College and in the community. It is also practical, smart and reduces expenditure for parents and carers. College uniform and PE Kit can be purchased from Lawsons in Tavistock and PE kit from Fitness for Sport in Plymouth, both retailers will be available to purchase uniform from during the Year 6 Parents Evening.

Jewellery and Make-up

The wearing of excessive make-up for College is inappropriate and not encouraged. If worn, make-up must be minimal and subtle (no unnatural colours). The wearing of jewellery, other than a watch and earrings, is not allowed on health and safety grounds. Any piercings MUST be removed for PE and Dance for health and safety reasons.

If students have piercings requiring them to wear additional jewellery, such as nose studs, extra ear studs, eyebrow studs, tongue studs etc. they will be told to remove them during the College day even if this means the piercing will close up. If worn for religious reasons a request should be made in writing to the Principal and each case will be considered on an individual basis.

Hair

Long hair must be tied back or a headband worn in PE, Dance and in any lessons that it is deemed necessary by the teacher for health and safety grounds, for example design and technology and science. No extreme hairstyles or colours are allowed.

Adherence

Parents are expected to ensure that students wear full College uniform at all times and abide by these expectations. If a student deliberately fails to wear the full College uniform or the student contravenes hair or jewellery expectations, they will be removed from lessons and recreation time until the non-uniform item is rectified. Whilst wearing Tavistock College uniform students are representing the College in the local community. Any behaviour out of College whilst wearing our uniform, which falls short of our expectations and which brings the College's reputation into disrepute may result in disciplinary action by the College.

College Uniform Requirements

- ✓ Black blazer with Tavistock College badge
- ✓ Tavistock College tie
- ✓ Plain white collared shirt – buttoned to the collar (worn tucked in)
- ✓ Tavistock College logoed plain black jumper (optional)
- ✓ Plain black trousers
- ✓ Plain black skirt with logo only available at Lawsons

Please see table for clarification

Acceptable trousers

Plain black full length tailored trousers

School tailored shorts with College logo only available from Fitness for Sports, online

Not-acceptable trousers

Jeans style trousers eg. heavy cotton, studded trousers
Leggings, Jeggings, Hipsters
Tracksuit bottoms
Tight skinny legged trousers

Acceptable skirts

Plain black skirt embroidered with college logo available from Lawsons

Not-acceptable skirts

No other skirts are acceptable

Acceptable shoes

Plain black shoes

Not-acceptable shoes

Long boots or 'Ugg' style fur boots

Acceptable outerwear

Plain and dark colour coats

Not-acceptable outerwear

Tracksuit tops, hoodies and baseball caps

Sportswear

PE kit can be purchased from Fitness for Sport
Tavistock College polo shirt (Black with Orange logo)
Tavistock College T-shirt (Black with Orange logo)
Tavistock College shorts or skirt or capri leggings
Tavistock College socks
Gum shield for contact sports
Shin pads for football and hockey

ITEMS THAT ARE HIGHLY RECOMMENDED

Studded boots for use on the astro and the field

Tavistock College A, B, C

A: ATTENDANCE

The attendance rate is important because students are more likely to succeed in lessons, when they attend school consistently. It's difficult for the teacher and the class to build their skills and progress if a large number of students are frequently absent, and difficult for the student to participate if they have missed concepts.

B: BEHAVIOUR

Good behaviour occurs when students monitor themselves and take more responsibility for their actions, and their learning. Students spend more time on task and academic learning time increases. ... Students gain a sense of safety and security. The classroom culture and the school culture become more positive overall.

C: CLASSWORK

Classwork is essential in allowing the students and the teacher to monitor progress made across a full spectrum of curriculums and this is used to show present and predicted grades for future success.

College Equipment

Equipment Requirements

- Pencil case
- Blue/black pens
- Pencils
- Pencil sharpener
- A 30cm ruler
- A rubber
- A pair of compasses
- A scientific calculator
- A protractor
- A set of coloured pencils
- A water bottle

Lunch and Other Payments

SCHOOLCOMMS

Schoolcomms is an easy and convenient way to pay online for school meals, uniform, trips and visits. The first step is to sign up for a Cashless Catering account.

GETTING STARTED

Go to www.schoolgateway.com

Enter your current email address and mobile number (these must match the primary contact details you have registered with the College)

Select the "Send PIN" button

A PIN will be sent to your mobile phone. Use this to log into your new School Gateway account

MAKING A PAYMENT

Go to www.schoolgateway.com and click on the "Payments" button

Select the item for payment and the amount you wish to pay (minimum £10)

Proceed to the checkout and follow the instructions to complete your payment

YOUR CASHLESS CATERING ACCOUNT

With your new account you will be able to:

View payments made

See meals take by your son/daughter

Check your balance

SECURITY

To ensure complete online security your card details are not visible or stored in the Schoolcomms or College systems. All card information is processed by Barclaycard

You log in using the email address registered with the College and your PIN.

Students pay for their lunch using their fingerprint at the till points in the refectory.

PLEASE NOTE

From September 2019 we will be a cashless school.





Class Charts and Homework

Homework display date: Issue date Due date

Due date

19/6/2019 - 5/7/2019 ▼

TO DO

Speaking and Listening
Research
English

Due date: 1/7/2019 [DETAILS](#)

COMPLETED

LATE

SUBMITTED

ClassCharts
Part of **AWARDS 2019 AWARDS 2017**

FEATURES LOGIN [REQUEST YOUR DEMO](#)

Log in

Teacher **Parent** Student

Enter your email:

I already have an account

Enter your password: [Forgot password?](#)

I don't have an account yet

Remember me [Log In](#)

AVAILABLE ON THE App Store GET IT ON Google play

Class Charts Parents

I don't have a code

I am sorry but we cannot help with this and you will need to ask your school to provide you with a new code

I cannot log in

Please check you are using the correct email address. If you have forgotten your password then you can use the password reset feature.

I still need help

For security reasons we are unable to help with parent accounts please.

Parent and student log in details will be given to your child during his / her first week in September.



Devon County Council Transport

Transport passes

Passes for the start of term in September are posted in late August with a letter advising the journey details. Passes are not sent out all at once so don't worry if your child's friends receive theirs first. If you have not received your child's pass within 4 days of the beginning of term please ring 0345 155 1019.

No pass no travel policy

A "No pass, no travel" policy operates on the school transport at the school your child will be attending. This means that pupils are not allowed to board vehicles unless they can show a current pass. It is also important that they travel on the bus on which they have been allocated a seat as this will avoid overloading.

Please ensure your child has their pass each morning before they leave for school

It is a parental responsibility to accompany their child(ren) to and from the bus; though we accept that in many cases this is perhaps not possible, or indeed necessary. However, it is essential that your child knows what to do in the event they have forgotten their pass and are not allowed to travel, or if the vehicle does not arrive for some reason. This could be returning home, telephoning you as the parent/carer for assistance, or perhaps going to a neighbour's house.

If your child loses their pass during the day a temporary pass can be obtained from the school's reception. This can be used whilst you order a replacement pass for your child.



Timetable Example

Week A

	1	2	3	4	5
AMon	07Y/Ma3 M4 Mrs T M Adams Maths	07Y/En3 E10 Mrs R A Millidge English	07Y/Te6 IT2 Mr N P Stewart Technology	07Y/Te6 IT2 Mr E K Lane Technology	07PAS S2 Mr O Puckey Science
ATue	07Y/Ps4 Dance St Mrs J E Madeley Perform St	07PAS S2 Mr O Puckey Science	07Y/En3 E10 Mrs R A Millidge English	07Y/Te6 IT2 Mr N P Stewart Technology	07Y/Pe4 Mr R T Corkell PE
AWed	07Y/Cx4 IT2 Mr E K Lane Cooperative studies	07Y/Ad4 A1 Ms R F Barker Art	07Y/SI4 E5 Ms S Pendle Social Studies	07Y/Ma3 M1 Mr N P Read Maths	07Y/En3 E10 Ms S Evans English
AThu	07Y/Ma3 L4 Mr N P Read Maths	07PAS S2 Mr O Puckey Science	07Y/Hi4 G4 Mrs P Lay History	07Y/Mu4 MU2 Mr J A Lambert Music	07Y/M11 L2 Ms E Ortuno Saez Modern Languages
AFri	07Y/SI4 R3 Miss L England Social Studies	07Y/Hi4 G4 Mrs P Lay History	07Y/Mu4 MU2 Mr J A Lambert Music	07Y/Ma3 M4 Mrs T M Adams Maths	07Y/M11 L2 Ms E Ortuno Saez Modern Languages

Week B

	1	2	3	4	5
BMon	07PAS S11 Mrs R D Egan Science	07Y/Ma3 L3 Mr N P Read Maths	07Y/En3 E5 Ms S Evans English	07Y/Ge4 H4 Mr A Wilson Geography	07Y/Cx4 IT2 Mr E K Lane Cooperative studies
BTue	07Y/Te6 IT2 Mr E K Lane Technology	07Y/M11 L2 Ms E Ortuno Saez Modern Languages	07Y/Pe4 Mr R T Corkell PE	07Y/En3 E10 Mrs R A Millidge English	07Y/Ma3 L3 Mr N P Read Maths
BWed	07Y/Ma3 M4 Mrs T M Adams Maths	07Y/En3 E10 Mrs R A Millidge English	07Y/M11 L2 Ms E Ortuno Saez Modern Languages	07Y/Pe4 Mr R T Corkell PE	07PAS S2 Mr O Puckey Science
BThu	07Y/En3 E10 Ms S Evans English	07Y/SI4 R3 Miss L England Social Studies	07Y/Ma3 M4 Mrs T M Adams Maths	07PAS S11 Mrs R D Egan Science	07Y/M11 L2 Ms E Ortuno Saez Modern Languages
BFri	07Y/Ps4 Dance St Mrs J E Madeley Perform St	07Y/En3 E10 Ms S Evans English	07Y/Ge4 G1 Miss J Solman Geography	07Y/Pe4 Mr R T Corkell PE	07Y/Ad4 A1 Ms R F Barker Art

Timings of the College Day

08.40 – 09.00	Registration
09.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.30	Recess 1
11.30 – 12.30	Period 3
12.30 – 13.30	Period 4
13.30 – 14.00	Recess 2
14.00 – 15.00	Period 5
15.00 – 16.45	Extra Curricular Activities & Twilight Lessons

Tavistock College

Together:
we care, we challenge, we excel

