



# Parent/Carer

SEPTEMBER 2021

INFORMATION  
PACK

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TFO/AT

23<sup>rd</sup> July 2021

Dear Parents and Carers

As we look to the end of a turbulent and unknown school year this time gives us the opportunity to look forward to one in September that, as the DfE explains;

“The government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education”

For us, in school it means the end to our community areas, the need to enforce face coverings, perform contact tracing and the removal of restrictions placed upon certain subjects. We welcome this so that our teachers can teach what they are passionate about in a way that is free from most restrictions. However, we will fully support any member of the school community that still wishes to wear a face covering in school and we will be keeping in place the following control measures;

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

You will have received specific information on our asymptomatic testing that means we will have a staggered start to the Autumn term in September.

This information pack is designed to support and inform you of the arrangements that will be in place for the 2021-22 academic year and the support that will be available for our young people moving forward.

An example of this is that our approach to uniform standards over the last 12 months has had to be compromised, therefore there are details regarding the uniform and what we will be asking of parents and students next year as well as what support will be in place, especially with new guidance from the government around school uniforms.

I hope that you find the following information useful, but please do not feel that you need to read it all now, we have the small matter of the summer holidays first. We will be available for emergency contacts using the email address [office@tavistockcollege.org](mailto:office@tavistockcollege.org) throughout the summer and you will receive a response from a member of the senior team.

The school is open for summer school, Exeter Chiefs rugby camps at different points as well as our exam results days for year 11 and 13.

I would like to take this opportunity to thank you for all your support over the last year and wish you and your families a safe and restful summer holiday.

Yours sincerely

Tristan Muller-Forster  
Associate Principal

**Together; we care, we challenge, we excel**





NRE/AT

23rd July 2021

Dear Parents and Carers

I would like to take this opportunity to thank you, the students and the staff for the incredible support that everyone has given to the college during this academic year. It has been the most complex year we have experienced and many have got through the year, due to the support that we as a community have given each-other, thank you.

The start of the next academic year in September will again be complicated by the need to complete asymptomatic lateral flow testing upon return to school.

Below is a plan of the exact timings for these tests on the dates that have been previously published.

### **7th September 2021 – Y7, Y12 & Y13**

All Year 7 students should arrive at school at 8:40am.

Sixth Form students who catch the bus to school should proceed as normal and go straight to the Octagon. Remaining sixth form students should arrive at the times stated for their tutor group below and go straight to the Gymnasium.

<b><u>Sixth Form</u></b>
<b>12 SSW - 12:00</b>
<b>12 JED - 12:10</b>
<b>12 SSH - 12:20</b>
<b>12 TMC - 12:10</b>
<b>12 RMO - 12:20</b>
<b>13 KBA - 12:30</b>
<b>13 PMO - 12:40</b>
<b>13 EPE - 12:50</b>
<b>13 PTR - 13:00</b>
<b>13 HOL - 13:10</b>

### **8th September 2021 – Y10 & Y11**

Year 10 and 11 bus students arrive at school for 8:40am.

Year 10 students should report to the main hall on arrival.

Year 11 students should report to the sports hall on arrival.

All remaining year 10 and 11 students should arrive at the times specified below for their tutor group and report to the Gymnasium.

<b><u>Year 10</u></b>	<b><u>Year 11</u></b>
<b>10 B - 12:50</b>	<b>11 B - 11:30</b>
<b>10 BA - 13:00</b>	<b>11 D - 11:40</b>
<b>10 D - 13:10</b>	<b>11 DA - 11:50</b>
<b>10 DA - 13:20</b>	<b>11 F - 12:00</b>
<b>10 F - 13:30</b>	<b>11 FA - 12:10</b>
<b>10 G - 14:00</b>	<b>11 G - 12:20</b>
<b>10 GA - 14:10</b>	<b>11 T - 12:30</b>
<b>10 T - 14:20</b>	<b>11 TA - 12:40</b>

**Together; we care, we challenge, we excel**



## **9th September 2021 – Y8 & Y9**

Year 8 and 9 bus students arrive at school for 8:40am.

Year 8 students should report to the main hall on arrival.

Year 9 students should report to the sports hall on arrival.

All remaining year 8 and 9 students should arrive at the times specified below for their tutor group and report to the Gymnasium.

<b>Year 8</b>	<b>Year 9</b>
<b>8 B - 11:30</b>	<b>9 B - 13:00</b>
<b>8 BA - 11:40</b>	<b>9 BA - 13:10</b>
<b>8 D - 11:55</b>	<b>9 D - 13:20</b>
<b>8 F - 12:10</b>	<b>9 DA - 13:30</b>
<b>8 FA - 12:20</b>	<b>9 F - 14:00</b>
<b>8 G - 12:30</b>	<b>9 FA - 14:10</b>
<b>8 GA - 12:45</b>	<b>9 G - 14:20</b>
<b>8 T - 13:00</b>	<b>9 GA - 14:30</b>
	<b>9T - 14:40</b>
	<b>9TA - 14:50</b>

Parental/carer consent is required in order for your child to undertake a lateral flow test in school. Please click on the link below to complete the consent form - <https://forms.gle/tDWKowhxDPxhV6mQ9> .

If you do not wish to give consent for your child to participate with a lateral flow test please ensure they arrive at school for 8:40am with the day that corresponds with their year group first day back.

If you have any questions please do not hesitate to email [office@tavistockcollege.org](mailto:office@tavistockcollege.org) and we will ensure that the most appropriate member of the team answers your query.

Please enjoy the summer break and we will be here looking forward to welcoming the students back in September.

Yours sincerely



Nick Read  
Associate Vice Principal & Head of Year 10

## Holidays and avoidable absences in term time

As of September 2013, an amendment to the **Education (Pupil Registration) (England) Regulations 2006** came in to force and greater clarity was introduced to the issue of schools authorising absence requests. These changes reinforced the Government's view that every minute of every school day is vital and that pupils should **only** be granted authorised absences by the school in 'exceptional circumstances'.

*A family holiday is not considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by the school.*

If you would like to request 'leave' to be considered for authorisation due to exceptional circumstances, please request, complete and return an **S2 form** to the school.

Should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated (see **Attendance and the Law** overleaf).

## How parents or carers can help

As a parent or carer there are a number of ways that you can support your child's education. These can include;

- Ensuring that your child attends school every day and on time.
- Arriving at school with the correct equipment and in a fit state to learn (for example, not hungry or tired).
- Arranging medical appointments wherever possible outside of school hours.
- Notifying the school at the earliest opportunity if your child is going to be absent and why and providing medical evidence where necessary.

***If for any reason your child is missing school, please just talk to us! We want to help.***

## How we can help

There are a number of ways we can support you and your child with their attendance. Our primary aim to get them back into school as quickly as possible.

If you or your child is finding their attendance difficult then we can discuss how we could provide support.

This could include the school applying for '**Early Help**' support and if circumstances meet set criteria this could lead to further support from external agencies. Contact your child's Head of Year in this instance.

## How will the school manage avoidable absence?

94% - 96%

Tutor to discuss attendance with students and parents.

Any further absences

Below 94% - A first concern letter will be sent from the college and/or a tutor meeting with parents.

No improvement within 4 weeks

A 2nd concern letter will be sent and a formal meeting with HOY.

After 20 sessions

After 20 sessions of illness (10 full days) either consecutive or broken absences, a medical evidence letter will be sent for any further absences. Evidence will need to be provided until your child's absence is at 96%

Any further unauthorised absences

A formal meeting with the Education Welfare Officer (EWO)

Any further unauthorised absences

Continued absences will lead to legal action being commenced.

## Contact us

**Telephone** - 01822 614231 option 4

**Email** - [office@tavistockcollege.org](mailto:office@tavistockcollege.org)

**Website** - [www.tavistockcollege.org](http://www.tavistockcollege.org)

**Attendance Officer**, Sarah Morewood  
[s.morewood@tavistockcollege.org](mailto:s.morewood@tavistockcollege.org)

## Attendance and educational achievement

A good education can be the cornerstone for future life opportunities. Missing school can leave gaps in knowledge and understanding and also place the student at a disadvantage in both their educational development and potentially in their eventual GCSE / A Level success.

We understand that on occasions absence will be unavoidable. However our **minimum expectation of attendance is 96%**, unless there are justifiable medical reasons, and accompanying evidence for not being able to do so. **The aspiration obviously remains 100% wherever possible.**

Here's why ...

By the end of the first term **95% attendance = 16 lessons missed.**

- **16 lessons** where key concepts that underpin the broader schemes of work are missed.
- **16 lessons** providing the opportunity to commit to longterm memory important and key facts important to terminal assessments and final exams missed.
- **16 lessons** that provide the opportunity to explore ideas and concepts in collaboration with their peers to develop deeper and independent knowledge missed.

By the end of the year **95% attendance = 49 lessons missed.** Almost a fortnight of school.

Persistent absence is a serious problem for pupils. Much of the work children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career. If your child's attendance falls below 90% they are then monitored by the College and Mrs Nightingale our Education Welfare Officer as a PA student (Persistently Absent) For every day a child misses at Tavistock College - 5 lessons are missed. There is also clear evidence of a link between poor attendance at school and low levels of achievement:

Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five A\* to Cs including English and maths.

Of pupils who miss between 10 per cent and 20 percent of school, only 35 per cent manage to achieve five A\* to C GCSEs including English and maths.

Of pupils who miss less than five per cent of school, 73 per cent achieve five A\* to Cs including English and maths

Please also note that when a child truants on the College site during the day they will receive an unauthorised absence for each lesson missed. This will affect their overall attendance figures, which could result in legal proceedings.

**We do not tolerate lesson truancy at Tavistock College.**

## Attendance and the Law

**The 1996 Education Act (s7)** places a legal responsibility upon parents/carers to ensure that their child fully attends the school at which they are registered. This means that your child must attend school every day and on time (unless as parents/carers you can prove that the absence was with the authorisation of the school or that it was unavoidable).

**If your child has unauthorised absences** then the school can make a request to the Local Education Authority (through the Education Welfare Service) to instigate Parental Responsibility Measures. If you have Parental Responsibility, this could mean receiving either of the following;

- **A Penalty Notice.**

Should a Penalty Notice be issued, one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £60 if paid within the first 21 days, this increases to £120 if paid after 21 days and before 28 days. If a Penalty Notice goes unpaid after 28 days, then a Magistrates Summons will be issued. Also, if a *Penalty Notice has already been issued within the previous 2 years then the Local Authority could proceed straight to Magistrates Summons.*

- **A Magistrates Summons**

This could lead to a criminal record, a fine of up to £2,500 and/ or a term of 1 imprisonment for up to 3 months.

### What happens if my child has unauthorised absences?

Schools are required to notify the Local Education Authority if a student has unauthorised absences. **Unauthorised absences can be acquired when:**

- **Leave has been requested**, but the circumstances are such that the school is unable to authorise the leave (and the leave is still taken anyway).
- **Leave is not requested** and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example- a family holiday, buying uniform, looking after a sibling). Sometimes, there have been occasions when schools have been notified that the pupil is sick, but the school discovers or reasonably believes that the reason given for the absence is not genuine.
- **When a student has arrived late after the close of registration** with no relevant reason. The registration period officially closes at 9:00am.

# Tavistock College Uniform

## Rationale

Uniform plays an important part in contributing to the ethos and values of Tavistock 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 their local community. It is also practical, smart and designed to be mindful of expenditure for parents and carers.

During the 2020-2021 academic year we took quite a relaxed approach to uniform and rightly made everyone's health and safety the number one priority. An unintended consequence of this was a noticeable drop in uniform standards and compliance. September 2021 is the right time to recognise this and to reinforce our expectations around the college uniform.

## Uniform Expectations

**From September 2021 we are expecting all students to wear their full college uniform every day.**

Year group communities will no longer be in operation, so there is no need for pupils to come to school already wearing their PE kit. Students who have PE lessons period 5 will be able to leave college in their PE kit if they so wish.

Form tutors will be reinforcing and monitoring these expectations every morning.

## Compliance

Parents and carers are asked to ensure that students wear full college uniform at all times. If a student deliberately fails to wear the full college uniform or the student contravenes hair or jewellery expectations, they will be removed from social time until the situation 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.

## Compulsory Uniform Items

- Black shoes, without logos or brands (available widely)
- Black trousers - no jeans, leggings or jeggings, skinny or slim fit i.e. not tight around the ankle (available widely)
- Black skirt (available widely)
- White shirt, worn tucked in (available widely)
- Tavistock College logo tie (available from Lawsons or from the college directly)
- Black Tavistock College logo blazer (available from Lawsons)

## Optional Uniform Items

These items may be worn by students in addition to the compulsory items listed above. However there is no requirement that they do so.

- Black Tavistock College logo v-necked black long-sleeved jumper may be worn underneath the blazer as an optional item but not as an alternative to the blazer. Cardigans are not accepted. (Available from Lawsons)
- Black Tavistock College skirt embroidered with the Tavistock College logo, either A-line or pleated. (Available from Lawsons)
- Black Tavistock College tailored shorts embroidered with the Tavistock College logo. (Only available from Fitness For Sport – the same supplier as all PE kit items)

## Physical Education - Compulsory Uniform

(Available from Fitness For Sport and Lawsons)

- Tavistock College polo shirt (Black with Orange logo)
- Tavistock College T-shirt (Black with Orange logo)
- Tavistock College shorts or skirt or capri leggings (Black with Orange logo)
- Tavistock College socks
- Gum shield for contact sports
- Shin pads for football and hockey

## Physical Education - Optional Items (Available from Fitness For Sport)

- Tavistock College rugby shirt
- Tavistock College rain jacket
- Tavistock College hooded sweatshirt
- Tavistock College gym bag
- Studded boots for use on the astro and the field (highly recommended)

## Other Expectations

- PE/Music or other representative hoodies may only be worn for their specific activities and not instead of a blazer at any point during the college day.
- Jewellery – students may wear discreet unobtrusive jewellery, for example small earrings or studs and a single ring (to be worn in the ear only).
- A plastic retainer to be worn in any other piercing. Nose and lip rings are not permitted.
- Health and Safety regulations for some subjects such as PE, Performance Studies, DT and Science, may require jewellery to be removed.
- Make-up, nail polish and hair – should be natural, discreet colours only.

## Sixth Form Uniform

The dress code for Sixth Form students embodies our conviction that the appearance of our students should reflect the professional environment in which they learn and their responsibility as role models to our wider student community. Their attire should reflect the ethos and values of the college and be 'clean, comfortable and covered'.

## Pre-Loved Uniform

We have a stock of pre-worn uniform items that has been given to the college. These items are available to purchase for a small donation from the College to help support our students and their families.

During the summer school (week beginning Monday 9th August) there will be opportunities to donate pre-worn uniform items. From September, this uniform will be washed, cleaned and available to purchase via donation.

## Tavistock College Equipment

The co-operative values that we adhere to as a College, include self-help and self-responsibility. Therefore we expect students to come to college fully equipped to engage with, and succeed in their learning for the day.

Please can parents & carers support us in ensuring that students arrive equipped with the following equipment each day:

- Pencil case
- Blue or black pens
- Pencils
- Pencil sharpener
- 30cm ruler
- Rubber
- A pair of compasses
- Scientific calculator
- A protractor
- Colouring pencils
- A water bottle
- A set of wired earphones



## EXTERNAL AGENCIES ADDITIONAL SUPPORT

If you or anyone you know require support over the summer break please find below contact details of appropriate agencies who we know will care and support you and our young people.

### Contact numbers:

*MASH Multi Agency Safeguarding Hub - 0345 155 1071*

*Childline Help and support for under 19s - 0800 1111*

*YoungMinds Mental Health Helpline - 0808 802 5544*

*Samaritans Crisis Help - 116 123 from ANY phone*

*Kooth Young People's Mental Health Support - 020 3984 9337*

*BEAT Eating Disorder helpline - 0808 801 0677*

*Young Devon Mental Health helpline - 0808 2810 155*

*PAPYRUS Suicide Prevention - 0800 068 4141*

*FRANK Drugs and alcohol advice - 0300 123 6600*

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Together; we care, we challenge, we excel



## Proposals set out for exams and assessments in 2022

Exams next year are set to recognise and mitigate the disruption to students' education, under proposals made on arrangements for 2022.

**These proposals are all still in the consultation phase. Once the consultation window has closed and a final decision is communicated to schools, any updates or specific changes will be communicated to both students and their families.**

### **1. Choice of topics for some GCSEs**

As was proposed for 2021 exams before their cancellation, the government is proposing that exam boards will offer a "choice of topics beyond a common core on which students would answer questions in the exams" in some GCSE subjects.

This will apply in GCSE English Literature, History, and Ancient History.

For GCSE Geography, the government is proposing a "choice of content beyond a common core on which students would answer questions in the exams".

The changes to geography would be in addition to changes to fieldwork assessments already announced by the government.

### **2. Advance information for most subjects**

The government is proposing that exam boards provide advance information about the "focus of the content of the exams" in the "majority of subjects" at GCSE, AS and A level for 2022 exams.

This would apply to all subjects except GCSE English literature, ancient history, history and geography and GCSE, AS and A level art and design.

### **3. Practical science by demonstration**

The government is proposing that for GCSE biology, chemistry, physics and combined science, AS biology, chemistry, physics and geology and AS and A level environmental science, teachers will be given the opportunity to deliver practical science work by demonstration.

This means students "could observe a demonstration by the teacher or observe the practical work being undertaken remotely, for example, by watching a demonstration on-line or on video".

#### 4. Art and design assessed on portfolio only

The government is proposing that for GCSE, AS and A-level art and design subjects, students should be assessed on their portfolio only.

“This means that where specifications include an exam board set task, this would be removed in 2021 to 2022.”

#### 5. Exam room formulae sheet for GCSE maths

The government is proposing that students sitting GCSE maths be allowed access to a formulae sheet in the exam room.

#### 6. Exams to take place at the same time as a ‘typical year’

The government said that the summer exam series for 2022 “will therefore take place at the same time as in a typical year, for all AS and A levels and GCSEs, allowing students, parents and teachers to plan ahead”.

### Internal assessments and mock exams from September 2021

Assessments are taken throughout the year and reports on progress will be sent twice a year.

Year 10 to 13 will have mock exams and Years 7 to 9 will have end of year assessments. Dates that are highlighted in grey are public external exam dates.

The following table denotes the weeks the assessments and exams will take place in.

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
06-Jun-22	13-Jun-22	13-Jun-22	20-Jun-22	24-Jan-22	20-Jun-22	03-Jan-22
13-Jun-22	20-Jun-22	20-Jun-22	27-Jun-22	31-Jan-22	27-Jun-22	10-Jan-22
				16-May-22		16-May-22
				23-May-22		23-May-22
				06-Jun-22		06-Jun-22
				13-Jun-22		13-Jun-22