



# TAVISTOCK COLLEGE

## STUDENT ONBOARDING MANUAL 2023/24

D.

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



Dartmoor  
Multi Academy  
Trust

Welcome  
to Tavistock College

# CONTENTS

## Page

1	Principal's Welcome
2	Key Dates
3	The School Day
4	Map of Tavistock College
5	Uniform
6	College Charter
7	Behaviour
8	College Charter
9	High quality teaching
10	Behaviour
11	Safeguarding
12	Attendance
13	Extra information
14	Students with SEN
15	First aid & after school clubs

# CONTACT

## Email:

office@tavistockcollege.org

## Phone:

01822 614231

## Address:

Tavistock College  
Crowndale Road  
Tavistock  
Devon  
PL19 8DD



# Principal's Welcome

*Welcome to Tavistock College. It is with great pride that I get to welcome you to our school, a school that is part of a wider family of schools across the Dartmoor Multi Academy Trust, benefiting from the expertise and support of colleagues and students to fulfil our mission;*

*"Working together, to provide the highest quality of education for all local children to ensure that pupils from all backgrounds are able to succeed."*

*We are an inclusive community in which everyone is valued, where difference is celebrated and all young people have an unequivocal right to our curriculum, as well as our personal development programme, taught by experts in their chosen field. Through our culture, curriculum, extracurricular studies and opportunities we challenge our young people to strive for the highest standards, so that they can take these through to the next steps in their young lives.*

*A seven year journey with us means that young people will experience the challenges and opportunities that life brings within a culture of connection and care, whilst being pushed to thrive academically, socially and emotionally. We offer progress across all key stages of learning through to A level study in some of the most sought after A levels by the top universities, but also an offer of vocational learning pathways opening up the world of apprenticeships and future employment.*

*Tavistock college is a place to be ambitious, be successful and to be yourself, whilst placing learning at the heart of everything we do, after all; **Together, we care, we challenge, we excel.***



Tristan Muller-Forster  
Principal

# KEY DATES

## 2023-2024



### Autumn Term

Monday 4th September - Non Pupil Day / Staff Training

Tuesday 5th September - First day of term for Yr7 & Yr12

Wednesday 6th September - First day of term for Yr 8, 9, 10, 11 & 13

Wednesday 11th October - Non Pupil Day / Staff Training

**Monday 23rd October - Friday 27th October - Half Term**

Friday 15th December - Last Day of Autumn Term

**Christmas Break: Monday 18th December 2023 -  
Wednesday 3rd January 2024**

### Spring Term

Tuesday 2nd January - Non Pupil Day / Staff Training

Wednesday 3rd January - All Students return

**Monday 12th February - Friday 16th February - Half Term**

Thursday 28th March - Last Day of Spring Term

**Easter Break: Friday 29th March - Friday 12th April**

### Summer Term

Monday 15th April - All Student return

Monday 6th May - Bank Holiday

Monday 27th May - Friday 31st May - Half Term

**Friday 19th July - Last Day of Summer Term**



# THE COLLEGE DAY

Line-ups - 8.40

Period 1 - 8.45

Period 2 - 9.45

Recess 1 - 10.45

Period 3 - 11.10

Period 4 - 12.10

KS3 Lunch/KS4 Tutor - 13.10 - 13.40

KS3 Tutor Time/ KS4 Lunch - 13.40  
14.10

Period 5 - 14.10

We work on a two  
week timetable.  
We start on a week  
A, the following  
week is a week B..

## Assemblies

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Monday	Year 7
Tuesday	Year 8
Wednesday	Year 9
Thursday	Year 10
Friday	Year 11

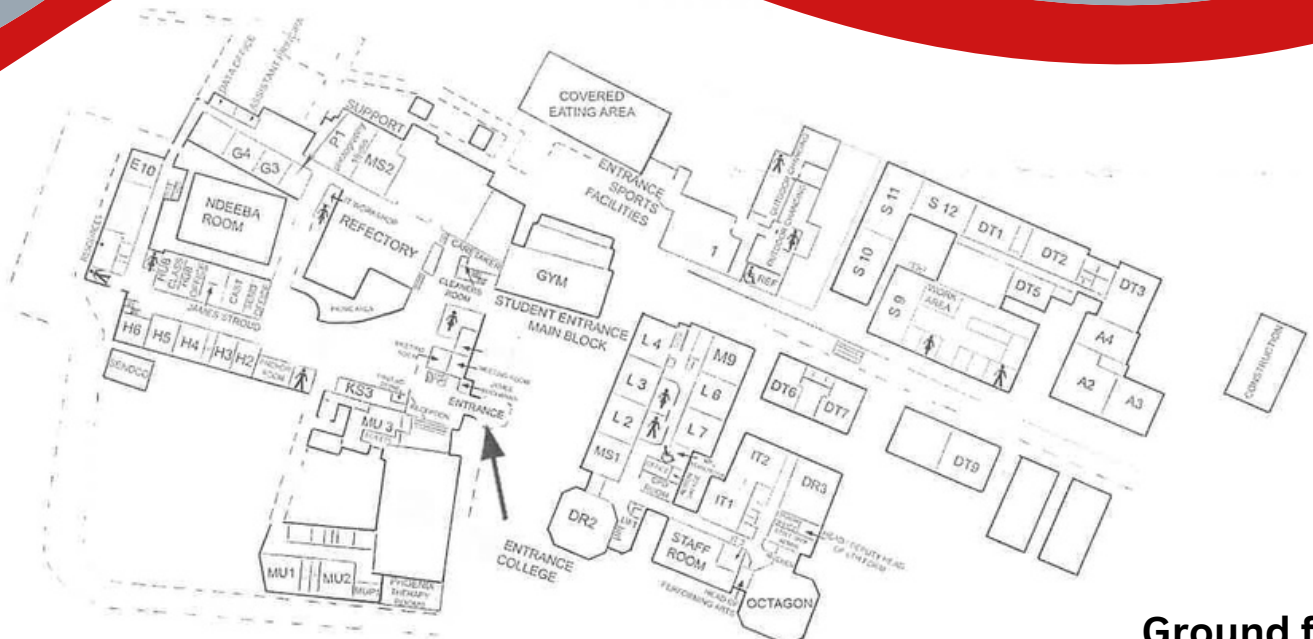
## What are line ups?

Depending on your Period 1 lesson will determine where you line up:

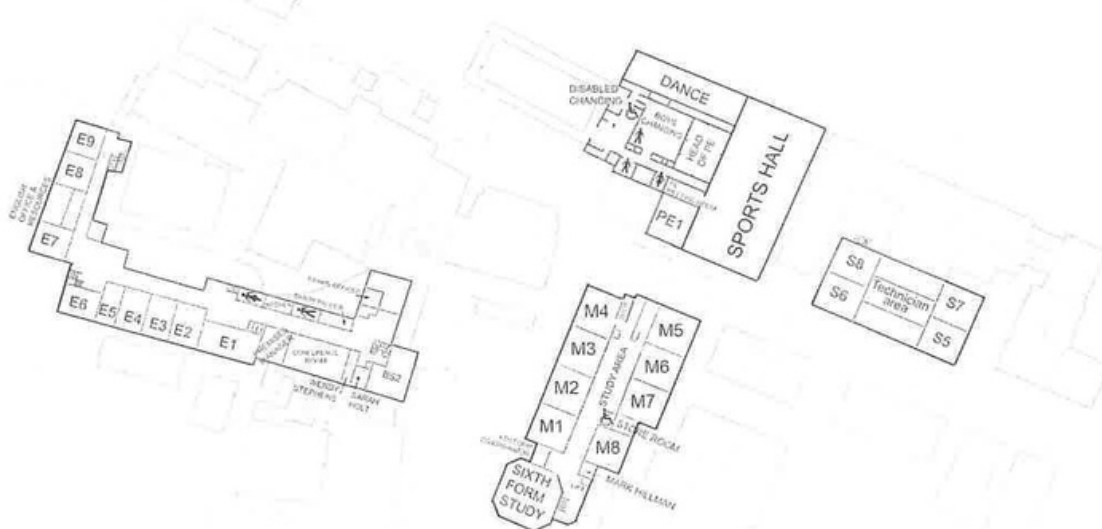
- English, Social Sciences, Humanities, Creative Arts in Hard Courts.
- Science, DT and Languages in Canal Side.
- Maths and PE in the Reception area.



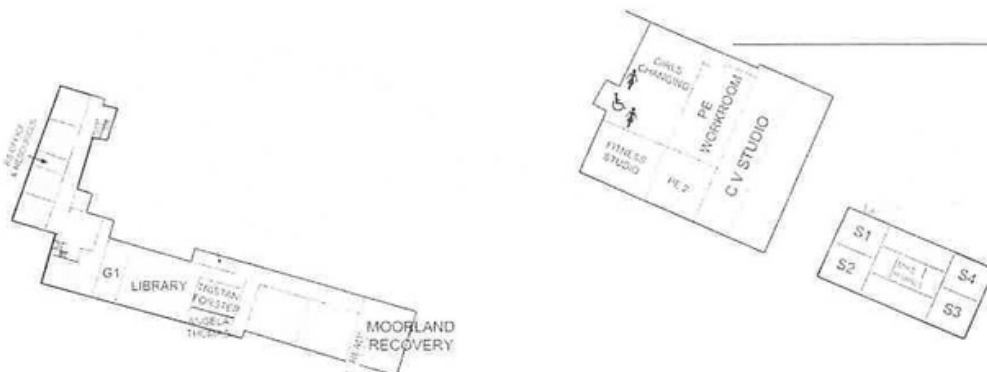
# TAVISTOCK COLLEGE MAP



Ground floor



First floor



Second floor

# Uniform

- Black sweatshirt with Tavistock College badge\* AND OR Tavistock college Blazer\*
- Tavistock College tie\*
- Plain white collared shirt – buttoned to the collar (worn tucked in)
- Plain black trousers or tailored button waist black shorts
- Tavistock College tartan skirt\*

\*available from Lawsons, Tavistock

## Acceptable trousers

Plain black full length tailored trousers, not tight around the ankles

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

## Acceptable skirts

Tavistock College tartan skirt\*

## Acceptable shoes

Plain black shoes, trainers are ok with black logo and black sole

## Acceptable outerwear

A coat for outside wear only

## Sportswear

PE kit can be purchased from Fitness for Sport and Lawsons

Tavistock College PE Top

Tavistock College shorts or skort or leggings

Black sports 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

**Students are expected to be in perfect uniform at all times. Students are checked:**

**On entry to the College site**

**During line-ups**

**As part of the thresholding process at the start of each lesson.**

**Uniform infringement will be logged on Class Charts.**



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...everyone in our Trust.

# COLLEGE CHARTER

## Together we:

### CARE

#### 1. Be punctual:

Arrive on time (before 3 minute late bell) and follow College routines

#### 2. Pride:

Wear your uniform correctly and show kindness to others

### CHALLENGE

#### 3. Conduct:

Follow all instructions from staff and reasonable requests

#### 4. Prepared:

Have correct equipment (Tavi 7 - planner, reading book, pencil case, pen, pencil, ruler and eraser)

### EXCEL

#### 5. STAR:

Sit up, Track the speaker, Ask and answer questions like a scholar and Respect others

#### 6. Work hard:

Demonstrate pride in your work with 100% effort and focus





# Dartmoor Multi Academy Trust

...everyone in our Trust.

- Develop a culture for learning and living
- Community Cohesion
- Ensure Inclusion is at the heart of all we do
- Equality for All

## High Quality Teaching at Tavistock College

### Retrieval Practice

#### What the research says:

- The most effective teachers begin their lessons with 5-8 minute reviews of previous learning (Rosenshine, 2010).
- The strategies of retrieval practice, spaced practice, and interleaved practice are the most effective to improving long-term memory (Dunlosky et al, 2013).



#### What it looks like:

- Retrieval based starters to lessons, checking understanding and testing recall of information.
- Information should be both spaced and, where possible, interleaved.
- Optimum length of time is 8 minutes.
- Aim for 80% success rate, or a 'know all' approach.

### Targeted questioning

#### What the research says:

- The most effective teachers spend significant time lecturing, demonstrating, and asking questions. They also use questions to check students' schemas (Rosenshine, 2010).
- Students who are asked process questions are more likely to remember the information about which they were questioned (Pressley et al, 1987).



#### What it looks like:

- No hands up questioning. Hands up is consistently challenged and, when wanted, explicitly asked for.
- Questioning is used to check understanding, rather than as a means to an end.
- When students answer questions, either correctly or incorrectly, follow-up questions are asked to identify misconceptions, gaps in knowledge, extend thinking, and check schema.

### Learning new vocabulary

#### What the research says:

- Students need to know 95% of the words in an academic text to ensure comprehension (Quigley, 2018).
- Students need to: be exposed to an explanation of a word; see and use the word in different contexts; make connections with other words; and be exposed to the word multiple times before it can be successfully embedded in long term memory (Quigley, 2018).



#### What it looks like:

- Explicit teaching of both tier 2 and tier 3 vocabulary.
- Students are given opportunities to see and hear the words used in different contexts, through modelling.
- Students' understanding and recall of the words is checked through retrieval starters and targeted questioning.
- Students are exposed to the word multiple times before being expected to include it in a piece of extended work.

### Modelling

#### What the research says:

- Modelling and the teacher thinking aloud as they demonstrate how to solve a problem/complete a task are effective examples of cognitive support (Rosenshine, 2010).
- Effective modelling should be: clear, consistent, concise, and include several opportunities for demonstration and rehearsal (Archer and Hughes, 2011).



#### What it looks like:

- Modelling of a variety of tasks and skills across the curriculum, such as annotation, planning, problem solving, and written answers.
- Teacher narrates their thought process and steps they are taking to complete tasks.
- Clear expectations in place with students as to what they are doing during the modelling exercise: copying down, listening, taking notes etc.
- Modelled work then used as a scaffold to help students complete a follow-up task.

### Extended work

#### What the research says:

- Students need to spend additional time rehearsing (rephrasing, elaborating, summarising) using new material, knowledge or skills in order to store this material in their long-term memory. When rehearsal time is too short, students are less able to store or remember it (Rosenshine, 2010).
- Independent practice provides students with the additional review and elaboration they need to become fluent (Rosenshine, 2010).



#### What it looks like:

- Students to spend time completing certain tasks independently and in silence.
- Periods of time completing extended work in silence to increase with students' progress through the school.
- Teacher to either circulate during extended work, or monitor from the front, depending on the needs of the class.
- Extended work to be clearly built up to, through a sequence of lessons or tasks.

### Feedback

#### What the research says:

- Providing feedback is well-evidenced and has a high impact on learning outcomes. Effective feedback provides specific information on how to improve. Feedback can be effective during, immediately after, and some time after learning (Education Endowment Fund, 2021).
- Feedback is about quality, not quantity. The most effective feedback is based on the task or the process and provides students with clear information about next steps (Hattie and Timperley, 2007).



#### What it looks like:

- Feedback can be either 'live', in the form of short or verbal marking, or delayed, in the form of whole class feedback or written comments.
- Feedback should focus on the student's next steps: what do they need to do next?
- Students should all be able to explain how their teacher gives them feedback, and what they need to do to improve in this subject.

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# Behaviour

at Tavistock College

At Tavistock College we have high expectations of good behaviour, and encourage this through our reinforcement procedures and praise rewards.

## **STAR**

We use 'STAR' in every lesson. This is a key habit that will help you succeed in school and life. STAR is a way of demonstrating mutual respect and courtesy.

**Sit up**

**Track the speaker**

**Ask and answer questions like a scholar**

**Respect those around you**

We like to reward those students who show excellent behaviour in and around school. We use Class Charts to record points which students can collect and purchase items! These include food or drink from the canteen, bags, stationary and even electrical items!

## **Mobile phones**

The Government and Department for Education have suggested that educational settings try to reduce the amount of time that young people are on their phones.

Therefore, mobile phones should be turned off/ kept on silent in their bags.

If students are seen with their phone they will be confiscated and kept safely in reception until the end of the day.







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# SAFEGUARDING OUR COLLEGE

If you have any concerns about your own safety, or that of another person, please talk to a member of our team or another adult at our College



**H Blackmore**  
Designated Safeguarding Lead



**T Forster**  
Principal



**J Buchanan**  
Vice Principal



**N Read**  
Assistant Principal



**A Savage**  
Deputy Designated Safeguarding Lead/  
Assistant Principal



**S Hunter**  
HoY 7



**N Ingleby**  
HoY 8



**L Evans**  
HoY 9



**R Squire**  
Deputy Designated Safeguarding Lead/  
HoY 10



**D Jacob**  
HoY 11



**T Massey**  
Deputy HoY 7



**S Marsh**  
Deputy HoY 8



**S Fox**  
Deputy HoY 9



**P Trimmer**  
Deputy HoY 10



**N Murphy**  
Deputy HoY 11



**W Stephens**  
Deputy Designated Safeguarding Lead/  
Head of Sixth Form



**E Ruxton**  
Sixth Form Pastoral Lead



**L Howard**  
Sixth Form Pastoral Lead



**R Turner**  
Director of SEND



**J Brokenshire**  
Deputy Designated Safeguarding Lead

# ATTENDANCE

## **You need to report your child as absent on a daily basis**

Please call Mrs Shalgosky, our Attendance Officer on 01822 614231 opt 4 before 10am. You need to state your child full name, year group and the reason for their absence.

## **Reporting your child's future absence:**

If your child has a medical appointment or other special circumstances then please call Mrs Shalgosky or email her on [k.shalgosky@tavistockcollege.org](mailto:k.shalgosky@tavistockcollege.org) beforehand.

## **Organised activity/ holiday/ absence**

If you would like to request time off in exceptional circumstances for an organised activity or holiday then you will need to complete an absence request form; these can be picked up from reception. These should be handed in at least **10 days** before the planned absence to be authorised by the Principal.



# Class Charts



You will be able to use Class Charts to keep track of your child's attendance, achievements, access behaviour reports, view assigned homework tasks and track scheduled detentions.

Google Play (Android)

<https://play.google.com/store/apps/details?id=com.classcharts.android>

iOS (Apple)

<https://apps.apple.com/us/app/classcharts-parents/id1018655566?ls=1>

Once you have downloaded the app, you will be asked to register/login. You will then be asked to enter a code specific to your child.

Schoolgateway



## School Gateway

At Tavistock College we use School Gateway which is an online payment system that will allow parents to pay quickly and securely for school meals, trips and activities. It is safe and convenient and will mean that your child does not need to carry cash around school.

To log into School Gateway site using the app or website version you will need to log in as a new user using your mobile number and email address you have provided us with

<https://login.schoolgateway.com/0/auth/register>

Once you set up your account, you will be able to view your balance as well as keeping track what food items your child is buying.

Our systems are biometric, therefore will use your child's fingerprint to pay for their food and drink; you will be asked for biometric consent on the S11 form.

**Please bare in mind we are a nut free school.**

## Free School Meal Applications

To apply for Free School Meals you will need to go on the Devon County Council website:

[https://oneonline.devon.gov.uk/CCSCitizenPortal\\_LIVE/en?  
ReturnUrl=%2FCCSCitizenPortal\\_live](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en?ReturnUrl=%2FCCSCitizenPortal_live)

If you are not sure whether you are eligible, you are able to check on the citizens portal.

You can also download a paper copy and hand it in to reception.

Once the application is submitted an email will be sent to the school to confirm your child's details. You will then be informed whether you are eligible, or not.



# STUDENTS WITH SEN



**Rachel Turner**

Director of SEND

[SEND@tavistockcollege.org](mailto:SEND@tavistockcollege.org)

## **Inclusion at the heart of all we do**

At Tavistock College, we are committed to ensuring that inclusion is at the heart of all that we do. This means that all students, regardless of their background, ability or Special Educational Needs and / or Disabilities will be able to: take part in all aspects of school life, make academic progress and also gain the cultural capital that they need to succeed.

We ensure that:

- Language and skills are built to ensure that our culture is one where all staff are confident in being leaders of SEND
- We offer an ambitious curriculum which is broad and balanced
- High Quality Teaching is used across the College as part of our universal provision
- There is a focus on scaffolding being used in all classrooms to ensure that the needs of all students are met
- There is regular CPD for staff so that teachers are building their knowledge and skills base to support learners with varying SEND needs in the classroom
- We are analytical in our systems, processes and information sources to ensure that our graduated response identifies, assesses and meets the needs of students with SEND
- We collaborate with all stakeholders that are involved with a student with SEND, including:
  - Parents / carers
  - The Local Stakeholder Board
  - Outside professionals
- We have a varied intervention programme which allows students with SEND to receive the support that they need, both in, and outside of the classroom



# First Aid Support

At Tavistock College we have an amazing pastoral team to support your child's learning, this includes the majority of our Support Staff who are First Aid trained to provide assistance as and when required.

They will contact you, should your child needs to be sent home due to illness or injury.

If your child needs to take medication during the school day, it should be handed to the reception where they will lock it away safely. You will need to fill out and sign a form that will allow us to give your child the medication.

If your child has an ongoing medical condition, it is important you notify us.

**It is important that you let us know of any changes to your contact details and your child emergency contacts details.**

## Emergency Procedures

**In the event of a fire alarm, everyone on the College site should calmly make their way to the AstroTurf pitches (beyond the athletics track) where students will be registered in tutor groups.**

**In the event of a serious incident alarm, instructions provided by a staff member should be followed. This will then result in assembly on the AstroTurf pitches as per the fire alarm procedure.**

## Extra-curricular Activities

- Football
- Rugby
- Dance
- Choir
- Drama
- Jazz Band
- Homework club
- Badminton
- Cricket

**And lots more!**



