



CARISBROOKE COLLEGE PARENT HANDBOOK 2023-2024



Carisbrooke College
ASPIRE AND ACHIEVE



Welcome to Carisbrooke College

Welcome to Carisbrooke College. We are a smaller than average 11-16 school where we are small enough to really know each one of our students. We may be small and caring, but we have huge ambitions. Each year we accept only 120 students into our school and we are increasingly over-subscribed as parents understand that we look after each and every one of our amazing young people here.

At Easter 2019, we moved into a brand new, state-of-the-art building which has been designed and built specifically for our young people. Our facilities provide a perfect environment in which to learn.

We encourage you to be involved in every aspect of your child's education at Carisbrooke. We need your active partnership in order to achieve the highest all-round standards for your children and we will do all we can to enthuse, motivate and support them during their time with us.

Carisbrooke College, where we *Aspire and Achieve*.



Matthew Parr-Burman
Executive Headteacher
Isle of Wight Education Federation



Karen Begley
Executive Deputy Headteacher and
Head of Carisbrooke College

Introduction

In this handbook you will find an overview of the information you need regarding your child's first year at Carisbrooke. If you need any additional information, then please contact your child's Form Tutor, Head of Year or subject teacher.

The purpose of the handbook is to provide useful information as opposed to having the details of every College policy. If you require more information on individual policies, these can be requested from the College or found on our website.

Section 1: Attending School

Term Dates 2023-2024

Autumn Term Dates

Tuesday 5 September 2023 to Friday 15 December 2023

Autumn Half Term - Monday 23 October 2023 to Friday 3 November 2023

Spring Term Dates

Tuesday 2 January 2024 to Thursday 28 March 2024

Spring Half Term - Monday 12 February 2024 to Friday 16 February 2024

Summer Term Dates

Monday 15 April 2024 to Friday 26 July 2024

Summer Half Term - Monday 27 May 2024 to Friday 31 May 2024

School Development Days (students not in school)

Friday 1 and Monday 4 September 2023

Monday 18 December 2023

Tuesday 19 December 2023

Friday 2 February 2024

College Day

8.45 - 9.15	Tutor Time / Assembly
9.15 - 10.15	Lesson 1
10.15 - 10.35	Break
10.35 - 11.35	Lesson 2
11.35 - 12.35	Lesson 3
12.35 - 13.15	Lunch
13.15 - 14.15	Lesson 4
14.15 - 15.15	Lesson 5
15.15	End of school day

Attendance

All Students should aim for 100% attendance. Research shows that for each 10% reduction in attendance, GCSE grades will drop by one grade!

All absence from school must be covered by a phone call (01983 524651) , before 8.45 am, on each day of absence, giving the reason for the absence, and confirmed via a note addressed to your child's form tutor. If your child is off ill for several days, you must stay in touch with the school so that we are aware of the reason for the continuing absence.

At Carisbrooke College, we believe that every school day matters in a child's education. This is backed up by research to show how critical regular attendance is in ensuring your child reaches their full potential. Therefore, every student's attendance target is 100%

What is good attendance? To underline the importance placed on excellent school attendance, the Department of Education states that students with less than 90% attendance are classed as persistent non-attenders. Each absence is recorded as authorised or unauthorised by the school. We have a duty of care, shared with the local authority to challenge poor attendance when attendance levels are low or where we feel there are invalid reasons for absence. We will contact you to arrange an appointment with the local authority to discuss ways to help improve attendance.

Medical/Dental Appointments: Please ensure, any routine medical or dental appointments, are made outside of the College day if possible. If you are unable to do so, students will be expected to attend college before and after their appointment. A medical/dental appointment card/letter will be required for the absence to be authorised.

Holiday Requests

In line with government guidelines, holiday requests during term times will not be authorised. The College can use fixed penalty fines to discourage holidays in term time, but we prefer to work with parents and come to an understanding that attendance is vital to academic success. If holiday is taken in term time, this will be recorded as an unauthorised absence.

Lates

The school day starts at 8.45 am. The school gates will be closed at 8.45 am and any student arriving after this time will be marked as late and a detention will be issued. We must know if students are in College so that we have an accurate account for safeguarding reasons and in case of an emergency, such as a fire drill.

Leaving the College Site

Students are not allowed off the College site at any time unless they have written parental permission to go home for lunch or a medical appointment; students must bring a letter or appointment card for their form tutor to sign if they have an appointment during the College day. When students leave the College site, they must take the letter or card to the Year Office, where they will be signed out and given an 'out of school' pass.



Transport

Application forms for all students entitled to home to school transport will be provided to you via County Hall. For the latest transport information, please visit the Council's School Transport webpage: <https://www.iow.gov.uk/schools-and-education/home-to-school-transport/> or contact the School Transport Team via email: transport.info@iow.gov.uk or by phone 01983 823780.

On the first morning of the new academic year, only those students who are eligible for free home to school transport will be permitted to travel on the school bus without a 'Scholars Term Ticket'. Term tickets will be delivered to eligible students on the first day of the academic term in readiness for the journey home. Carisbrooke College will be issued with term tickets, timetables and student lists for contracted home to school bus services just prior to the first day of the academic year.

Unwell during the College Day

Students should tell their teacher that they feel unwell. If the teacher feels that it is a medical emergency the student will be sent to the Year Office during lesson time. The Year Office staff will make an assessment and phone an appropriate contact. Please make sure all contact details are kept up to date and sent to your child's Year Office in writing. Please note, students should not phone home themselves or sign themselves out before contacting a member of Year Office staff; this could result in students being recorded as truanting. Students need to be collected from school by an appropriate adult.



Section 2: Communications

Protocol for Communication

We aim to work in partnership with you and there may be times when you wish, or need, to contact the College directly. As a large College, it is important that we provide the best possible service for parents and students by using our staff efficiently. At your child's primary school, you may well have become used to discussing a wide range of matters with the Headteacher; at Carisbrooke we have a well-qualified staff and we would ask you to consider which person is best placed to deal with any issues. To help you decide, a summary of the main responsibilities of various staff are as follows:

Form Tutor: The form tutor should be the first point of contact for both students and parents, as they will know your child best. The form tutor sees their form for registration every day and is the person who has a personal and direct responsibility for all members of their form.

Heads of Year: There is a Head of Year for each of the five year groups.

Head of Year 7	Mrs Tina Lythgoe	tina.lythgoe@iwef.org.uk
Head of Year 8	Mrs Julie King	julie.king@iwef.org.uk
Head of Year 9	Mrs Orla O'Callaghan	orla.o'callaghan@iwef.org.uk
Head of Year 10	Mrs Nikki McDowall	nikki.mcdowall@iwef.org.uk
Head of Year 11	Ms Judy Smith	judy.smith@iwef.org.uk

Federation Faculty Leaders: The curriculum areas within The Isle of Wight Education Federation (IWEF) are divided into faculties, each led by a Federation Faculty Leader:

Creative Arts	Mr Richard Wiseman	richard.wiseman@iwef.org.uk
English & Languages	Miss Katherine Roberts	katherine.roberts@iwef.org.uk
Humanities	Mr Nick Binfield	nick.binfield@iwef.org.uk
Maths & ICT	Mrs Kamelia Howells	kamelia.howells@iwef.org.uk
Science & PE	Dr Paul Clarkson	paul.clarkson@iwef.org.uk
Technology	Miss Natalie Bracegirdle	natalie.bracegirdle@iwef.org.uk
SEND/CO	Mrs Deborah Connor	deborah.connor@iwef.org.uk

As much as possible, we send out information to parents via email. Please make sure we have your correct contact details on our system. If you need to check these, please contact your child's Year Office. If you are not able to receive communication via email, then please inform your child's Year Office so that information can be posted to you as required.

Meeting with Staff

It is essential that parents arrange meetings prior to coming to the College site. This can be best achieved by emailing the member of staff or ringing the College office. It is not possible for parents to arrive in reception and request a meeting with a member of staff on the same day.

Complaints

The Complaints Procedure for Carisbrooke College follows a three-stage model. The underlying principle is that concerns ought to be handled, if at all possible, without the need for formal procedures. Many concerns will be dealt with informally and parents/carers are encouraged to make contact with the member of staff concerned or the student's form tutor.

Parents/carers may also choose to speak to an Assistant or Deputy Headteacher on an informal basis, particularly if they feel they would have difficulty discussing a complaint with a particular member of staff. Similarly, if the member of staff directly involved feels too compromised to deal with the complaint, the complaint should be referred to an Assistant or Deputy Headteacher who can refer the complaint to another member of staff.

Website and Social Media

The school website can be found at iwef.org.uk/carisbrooke-college and contains lots of useful information for parents, a weekly blog from the Head of School and regular news updates. The College also uses social media (Facebook, Twitter and Instagram) to provide regular updates and news. Please follow us on these channels to stay up to date!

Newsletters

We send out a weekly e-newsletter to parents (via email) with news and information about forthcoming events etc. Please make sure we have an up to date email address for you so that you get this weekly communication. If you are unable to receive the newsletter via email, please contact your child's Year Office, who will make sure you get a copy.

Policies

Copies of our policies, including data protection and privacy notice can be found on the College website. If you are unable to access the website and would like a copy of any of our policies, then please contact the College Reception on 524651 or email carisbrooke@iwef.org.uk.

Section 3: Teaching and Learning

Contact Points

Each parent/carer will have at least three contact points throughout the year, generally one each term, whether that be a face to face meeting, an event or a report. The Parent section on the Arbor app, will keep you updated with Reward Points, Behaviour Points and Attendance.

Homework

All students should be set meaningful homework or independent learning. This should be used to reinforce the learning which has taken place in the class or prepare students for their future learning. Approximate length of independent learning is as follows:

	Year 7 Homework	Year 8 Homework	Year 9 Homework	Year 10 Homework	Year 11 Homework
Core Subject	30 mins per week	30 mins per week	45-60 mins per week	45 - 60 mins per week	45 - 60 mins per week
Foundation	30 - 45 mins every two weeks	30 - 45 mins every two weeks	60 mins per week	45 - 60 mins per week	45 - 60 mins per week

Wherever possible, students should be given one week to complete a piece of independent learning and should expect feedback within one week from the handing in date. All independent learning requires some form of feedback from staff.

Google Classroom is used to set homework and for students to access this at home. Parents can also keep track of any work set and when it is due to be completed.



Music Lessons

We are fortunate to be able to provide music lessons for most instruments. Students should see their music teacher if they would like further information. Students who are provided with instrumental lessons will be expected to:

- Attend these lessons regularly and punctually;
- Practise regularly and frequently and take a full part in music-making in College;
- Provide payment for these (to the College) one term advance.

Music practice rooms: The Music area is out of bounds at break and lunch times except to students who have a practice pass. These are issued by the Music department.

Special Educational Needs Department (SEND)

Carisbrooke offers excellent individual support to students with special educational needs and disabilities (SEND). Additional information on the SEND department is available from Deborah Connor, Assistant Headteacher with responsibility for SEND, if required.

Tutor Groups / Tutor Time

As you are aware, your child has already been allocated a tutor group and a tutor. This tutor will form an important part of life at Carisbrooke and should be the first contact for you and your child if they have any concerns or queries. In tutor time, students will have assembly, tutor activities and time for mentoring from their tutor.



Home School Agreement

This agreement will enable us to make a commitment to work together. The aim of the home/school agreement is to ensure that every student fulfils his/her potential and that we work in partnership to achieve this. If we all have high expectations, we can support your child to make good progress and be happy whilst they are learning at Carisbrooke College.

As staff at the Isle of Wight Federation, we will:

In line with our core values, fully detailed in our ASPIRE statement:

- Demand the best of all of our students all of the time. Each and every student will be ambitious for themselves and their future.
- We will provide a curriculum and continuous professional development framework through which all of our students and staff can achieve excellence.
- We will demand that all of our students, regardless of age, ability, gender or background, make good and outstanding progress in all of their subjects.
- We will let creativity flourish so that independent thinking becomes the norm, seeking new ways to do things, embracing developments in technology and learning.
- We will insist, at all times, upon good manners, politeness, appropriate language and behaviours and will consistently challenge all forms of prejudice, discrimination and harassment.
- We will insist that all those within our learning community engage fully with all of the policies and procedures within the organisation.

Including explicitly:

- Keeping you informed about general developments within the school and your child's progress, and be available to discuss and act to resolve concerns expressed by parents and students;

- Make appropriate contact with external agencies as and when we are concerned about a child's wellbeing.

As parents/carers I/we agree to:

In line with the school's core values, fully detailed in the ASPIRE statement:

- Always support the school's efforts to secure appropriate and worthwhile employment and training for my child.
- Join in with, and support, the school's culture of high expectations and rewards.
- Will show a genuine interest in their child's learning journey.
- At all times, support the school insisting upon good manners, politeness, appropriate language and behaviour and will support the school by consistently challenging all forms of prejudice, discrimination and harassment.
- Support fully with all of the school policies and procedures and engage in frequent dialogue with the school at school events and meetings.

Including explicitly

- Ensure that my child attends school regularly, arrives on time, is properly equipped and is always in the correct uniform;
- Ensure that my child is supported in their studies at home and has a quiet place to complete homework;
- Make the school aware of any concerns which might affect my child's work or behaviour.

As a student of Carisbrooke College, I agree to:

In line with the school's core values, fully detailed in the ASPIRE statement:

- Be ambitious for myself and my future.
- Engage with the academic curriculum and personal development pathways so that I can achieve excellence.
- Make good and outstanding progress in all of my subjects.
- Try new ways to do things, embracing developments in technology and learning.
- At all times use good manners, be polite, use appropriate language and behaviour in line with school expectations. I will also be tolerant of the views of others.
- Attend school regularly and act in accordance with behaviour expectations and follow school rules.

I will explicitly:

- Arrive at school on time and with the correct equipment for each day's lessons, in the correct uniform.
- Do all my classwork and homework as well as I can;







Section 4: General Information

Cycling to College

Students are encouraged to cycle to College if they wish. A bicycle shelter is available on site where bicycles can be kept during the day. Students should provide their own individual locks.

Evacuation

If the fire alarm is sounded, the building has to be evacuated; students and staff must proceed to the allocated evacuation point. The evacuation procedures are posted around the College and in all classrooms.



Extra-Curricular Opportunities

There are a number of clubs and opportunities available for all students, as well as College trips. A full list of the extra-curricular opportunities on offer will be published at the beginning of every half term in the newsletter and available to view on the College website. Trips are advertised via letter and on the College website.

Free School Meals

The Isle of Wight has a policy to help children in serious need. Any parent/carer who thinks they are entitled to help should contact the Local Authority on 01983 823455 or via the website <https://www.iow.gov.uk/schools-and-education/schools/free-school-meals/> or collect an application form from the Year Office.

Lost Property

If items are lost, students should inform their tutor or their Year Office as soon as possible.

Lunch Arrangements

We operate a cashless catering system in our canteens which is a more convenient way to pay for school meals, using a secure service. Details of this system will be provided before your child starts. Students may, if they wish, bring a packed lunch. Students may buy snacks and drinks from the dining room during morning break. Students can only eat/drink in the dining room or outside.

Medicines

Medical forms to administer all medication must be completed and are available from the Year Office/Reception on request. Government regulations say that over-the-counter medication, such as paracetamol or ibuprofen, (to be supplied by parents/carers and given to the Year Office) may be given to students via the Year Office with a completed medical form. All other medicines must be supplied on prescription. Parents/Carers of students taking any medication must hand it in to a member of the Year Office/Reception staff where it will be kept under secure conditions.

Mobile Devices

Mobile phones, iPods and MP3 players are not allowed to be used in the College, at any time. This includes breaks and lunchtimes, in the corridors and outside on the College site. If a student travels to and from the College with a mobile phone, iPod or MP3, the item(s) should be turned off and put in a bag before the student enters the College grounds and kept there for the duration of the College day. If a student is seen with a mobile phone, iPod or MP3, it will be confiscated.

Year Offices

Students should go to their Year Office, if they need to, during break or lunch times, if they need any support with any of the following:

- Replacement bus pass
- Copies of timetables
- General information
- Lost property
- Medical/first aid issues

As much as possible, we send out information to parents via email. This reduces the cost of postage and also gets information to parents quickly. Please make sure we have your correct contact details on our system. If you need to check these, please contact your child's Year Office. If you are not able to receive communication via email, then please inform your child's Year Office so that information can be posted to you as required.

Uniform

School uniform is to be worn at all times on the school site. Uniform should be kept clean and neat and all items should be clearly named. ONLY ITEMS LISTED BELOW MAY BE WORN AT SCHOOL. Please read the Uniform Guidelines for a more detailed list of what is and isn't acceptable.

ALL uniform, including PE kit and optional PE kit items can be purchased from:

Kids & Co, 22 High Street, Ryde, Isle of Wight, PO33 2HW. Tel : 01983 615244, Web: www.kidsandcodirect.co.uk; or
Toymaster, 9 Union Street, Ryde, Isle of Wight, PO33 2DU. Tel: 01983 563836, Web: www.thesportshop.co

Please note: Existing Carisbrooke College branded items that have already been purchased are acceptable and can continue to be worn.

Blazer : Charcoal with trim and College badge.
Shirt: Plain white, long or short sleeved (with pointed collar, not rounded, with top button fastened)
Trousers: Tailored black trousers
Skirt: Plain black pleated knee-length
Shoes: Plain black (shoes must be all black)
Tie: School tie (clip-on ties for all year groups)
Jumper: Long-sleeved grey jumper with College badge (optional purchase, but no other jumper is acceptable)
Socks: Plain black or white
Tights: Plain black or neutral
Outdoor coat: Suitable outdoor coat (NO HOODIES ALLOWED ON THE SCHOOL SITE)
Hair: Hair must be in an appropriate style for school and must not reflect any extremes of fashion (style or colour)
Makeup: No makeup in Years 7 or 8. In Years 9, 10 and 11, discreet makeup may be worn but should not be noticeable. Nail varnish, false nails, acrylic or gel nails must not be worn to school
Jewellery: A watch (not a smart watch), one plain simple ring (e.g. a signet ring) and one pair of discreet stud earrings are the only items of jewellery allowed in school. No other facial or body piercings are allowed in school.
PE Kit: College sports top with school logo, plain black long sport socks and plain black shorts of an appropriate length.
Optional PE items: Fleece top (plain black with logo), tracksuit bottoms (plain black), rain jacket (plain black with logo), skort (plain black), sports leggings (plain black - these must be sport leggings, NOT fashion leggings).
The correct PE kit must be worn; students may not wear ordinary uniform clothing for PE lessons. A suitable bag is needed for PE requirements. Personal clothing and sports equipment must be clearly named.
Protective clothing/equipment: Students will be required to use protective clothing/equipment in some lessons, e.g. Art, Science, Design and Technology and PE (shin pads, gum shields etc.)

Uniform Guidelines

It is important for the College and the students that the way students present themselves is positive and acceptable and creates the impression of a disciplined and well-ordered establishment. It is expected that all students will come to school every day in a neat, clean, uniform, giving the message that our students take pride in belonging to their College. The support of parents and carers is essential to this process.

The uniform list seems straightforward but we know what some children can be like when you take them shopping. The following guidelines contain more detailed information about items that are deemed or are not deemed acceptable as school uniform. Any items described as plain must not have any patterns, markings or logos of any sort. The College will not allow any items/fashion that the Governors feel would undermine the ethos or discipline of the College.

Shoes

Shoes should be low heeled, suitable for school and plain black.



Trousers and Skirts

Trousers should be tailored black 'school' trousers. Skirts should be black, pleated and knee-length. Jeans, cut-off trousers, leggings, footless tights or shorts are not allowed. No trousers or skirts with patches or pockets on the outside, visible zips, studs or other decorative embellishments. No stretchy material or 't-shirt' material. Belts must be plain black and worn through belt loops.



Shirts and Ties

Shirts must be school shirts, pointed collars not rounded and with top button fastened; not blouses or polo shirts. They must be long enough to stay tucked in and sleeves should not be rolled up. Anything worn under shirts must be neutral in colour so it does not show through. Ties must be school ties and not defaced by writing or by pulling threads.



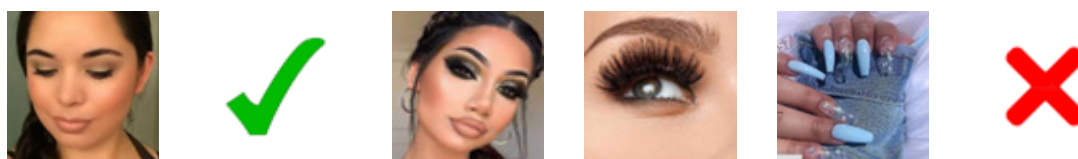
Jumpers and Cardigans

Jumpers are optional, but if your child chooses to wear one, this must be a College jumper. Cardigans and see-through jumpers, cut-off jumpers, loose-knit jumpers or fashion jumpers, hooded tops and vest tops, over or under shirts, are not allowed.



Make-up

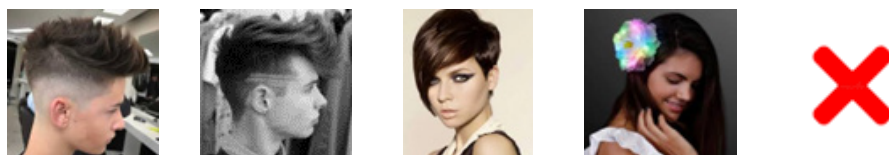
We allow a little discreet make-up for KS4 students, which would be deemed suitable for work. No false eyelashes or extensions, heavy dark eyeliner, thick block eyebrow pencil, excessive foundation or bright lipstick. Students will be asked to remove excessive make-up. Students are not allowed to wear nail varnish or false nails including acrylic or gel nails.



Hair

Hair colour must be neutral in colour. No extreme hairstyles or shades of colour. Please be aware semi-permanent dyes do not just wash out after a few washes. Any hair ornaments must be black and suitable for school. No lines or patterns to be shaved into eyebrows or hairstyles. No extreme hairstyles are allowed.

Hair that is shaven at the back and sides and long on top is considered to be an extreme hairstyle. It is the extreme difference in length and height that is the problem. The College recommends that hair should be no shorter than a grade 2.



Jewellery

One plain, simple ring (e.g. a signet ring) is permitted. One stud earring with a butterfly back may be worn in each ear. However, multiple studs and 'stretchers' are not allowed. No other piercings are allowed at all. However, clear and discrete retainers may be worn.

Please think carefully about healing times before allowing your child to have a piercing as no exceptions will be made. No visible necklaces or bracelets are to be worn unless they are a medical bracelet or, if it is a charity bracelet that the school is specifically fundraising for at the time. A watch may be worn, but not a smartwatch.



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Please be aware that this handbook may be updated throughout the year. The version found on the College website will always be the most up to date.



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Isle of Wight
Education Federation

Carisbrooke College is an Isle of Wight Education
Federation learning community