



Fullhurst Community College

Family Handbook 2019-20



*Transforming
Lives*



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Welcome to Fullhurst Community College

I am delighted to welcome you to Fullhurst Community College.

To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1000 students, aged 11-16 years, on our large site in south west Leicester and are oversubscribed each year. Fullhurst provides an exceptional environment in which to learn and work. Over the next three years our school will continue to expand from 1155 students to 1500 students. To facilitate this, a new £15 million building has been developed in conjunction with Leicester City Council and we are delighted your child will be using these state-of-the-art facilities, at our Fosse Campus.

At Fullhurst, all students follow personalised pathways for learning which meet their individual needs. Our curriculum is broad and varied enabling each student to thrive. We also offer an extensive range of extra-curricular activities including sport, music, art and drama. We want our students to be excited by their learning in the classroom and beyond, committed to achieving their very best and confident about their futures. We believe that resilience is key to our young people exceeding their potential and we passionately instil a positive 'I can do' outlook.

Fullhurst Community College was inspected by Ofsted in January 2018. We are very proud that Fullhurst Community College continues to be good. The report states; "Staff work hard to maintain the schools many strengths and improve the school further. There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable." In 2017, Fullhurst was recognised by the Department for Education as Secondary Regional Champion at the Pupil Premium Awards and in October 2018, we were extremely proud to be shortlisted for the Pearson National School of the Year Award.

We work in close partnership with local schools, sports and community organisations to ensure we provide the best learning opportunities for our students. As a school we are committed to offering a wide range of these opportunities both inside and outside of the classroom. Our Pledge ensures this happens, as such all students in Year 7 and 8 will experience careers, leadership, arts and cultural events such as visiting London.

The priority of the college is to provide the highest quality education for every student in a supportive and inspiring environment. It is our aim that students leave Fullhurst Community College as successful, confident and responsible young people equipped with academic qualifications as well as the personal and social skills to enable them to make a positive contribution to society.

We look forward to working with you, developing a strong partnership between each student and ourselves so that we can achieve these ambitions.

Steve Piggot

Principal



Key Staff

Steve Piggot	Principal
Chris Bailey	Senior Deputy Principal – Imperial
Chris Heal	Deputy Principal - Fosse
Apollo Rai	Deputy Principal – Imperial
James Gough	Deputy Principal – Imperial
Hayley Sizer	Assistant Principal – Imperial
Simon Willcock	Assistant Principal – Imperial
Darren Clark	Assistant Principal – Fosse
James Croucher	Assistant Principal – Imperial
Catherine Murphy	Assistant Principal – SENCO
Gilly Gaskell	Head of Year 7
Melissa Brewster	Head of Year 8
Verity Kenney	Head of Year 9
Trupti Desai	Head of Year 10
Rachel Buckle	Head of Year 11
Laura Priestley	Assistant Head of Year 7
Kelly Emmony	Assistant Head of Year 8
Angela Schalkwyk	Assistant Head of Year 9
Adrian Piper	Turning Point Manager
Kathy Coombs	Key Stage 3 Leader
Stella White	Key Stage 4 Leader

Terms and Holiday Dates 2019 -20



Term 1 Dates

College opens Monday 2nd September 2019
College closes Friday 11th October 2019
Half term break Monday 14th October – Friday 18th October 2019

Term 2 Dates

College opens Monday 21st October 2019
College closes Friday 20th December 2019
Christmas break Monday 23rd December – Monday 6th January 2020

Term 3 Dates

College opens Tuesday 7th January 2020
College closes Friday 14th February 2020
Half term break Monday 17th February – Friday 21st February 2020

Term 4 Dates

College opens Monday 24th February 2020
College closes Friday 3rd April 2020
Easter break Monday 6th April – Friday 17th April 2020

Term 5 Dates

College opens Monday 20th April 2020
May Day Holiday Monday 4th May 2020
College closes Friday 22nd May 2020
Half term break Monday 25th May – Friday 29th May 2020

Term 6 Dates

College opens Monday 1st June 2020
College closes Friday 10th July 2020

The School Day

Period	Time	Activity
	07:30	College Opens
	07:30 – 08:40	Students arrive at school
	08:40 – 08:45	Prepare for Line-up
	08:45 – 09:05	Line-up & Form time
1	09:05 – 10:05	Lesson 1
2	10:05 – 11:05	Lesson 2
	11:05 – 11:20	Break time
3	11:20 – 12:20	Lesson 3
4	12:20 – 13:20	Lesson 4
	13:20 – 14:00	Lunch Time
5	14:05 – 15:05	Lesson 5
	15:05	End of School / Extra-Curricular activities

All students must arrive at the college by **8:40** at the **latest**. Students should arrive in plenty of time to have been to their lockers and make it to morning line up by 08:45am.

If a student is late to school or to more than one lesson during the day, they are automatically given a 30-minute detention which is sat on the same day.

Extra-Curricular activities run every day after school. These will happen across both campuses. Please see our website for our extra-curricular programme.

Morning Line-Up

At 8:45am, every morning, students will line up in their tutor groups and wait to be escorted to form time. This will give us time to ensure that the school day starts positively and calmly. Students, therefore, should be in school no later than 8:40am. This will give them time to go to their lockers to put their coats and phone away, make sure they've got their equipment for the day and prepare for Line-Up.

Family Dining

At lunchtime, students will eat altogether in our canteen. Students can choose to eat school meals or bring their own packed lunch. All students will be expected to sit and eat with their peers during this time. This will consist of the first twenty minutes of lunchtime. The remaining twenty minutes will be given over to the students as unstructured time.

The Fullhurst Pledge

We are committed to offering a wide range of additional learning and social activities designed to engage and challenge students. We provide these opportunities to broaden their horizons, try something that is different and out of their comfort zone and improve their self-confidence. We strongly believe that this will help to raise student aspirations and transform lives. We keep a record for each student as it is particularly beneficial to reflect back on these experiences.

We call this the Fullhurst Pledge. The Pledge is split into four categories:



The FULLHURST PLEDGE

Arts

- An experience of the Arts**
- A visit to a tourist attraction**
- Participate in a workshop**
- A musical experience**

Careers

- A Careers or University experience**
- Experience listening to an outside speaker**

Social

Leadership

- Support a school charity event**
- Participate in a new sporting activity**
- Experience a formal meal**
- Visit the countryside**
- Participate in an enterprise event**
- Take a lead in an activity**
- Be part of a presentation or performance to an audience**



Rewards

At Fullhurst we are very proud of the excellent attendance, punctuality, attitudes to learning and achievement of our students. Positive behaviour is consistently acknowledged and celebrated, raising self-esteem and confidence amongst students.

- Positive behaviour is recognised and rewarded in every lesson through direct praise.
- Positive behaviour is communicated to parents and carers through phone calls, text messages, postcards and faculty certificates.
- Achievement points are awarded to students for good attendance, behaviour, punctuality and excellent work. Points are then redeemed to receive a percentage off the cost of end of term reward trips.
- Rewards trips are run during the course of the academic year.



Achievement Points

In lessons, students are awarded achievement points for demonstrating an excellent effort or achieving highly. These points are continually calculated for the students so that they can obtain either Bronze, Silver or Gold awards for their effort and achievement. These rewards also help to obtain a monetary discount on school trips.

The number of achievement points for each award and the subsequent discount they carry is illustrated below:

Award	Achievement points	Discount % (approx.)
Bronze	100	10
Silver	250	20
Gold	450	40

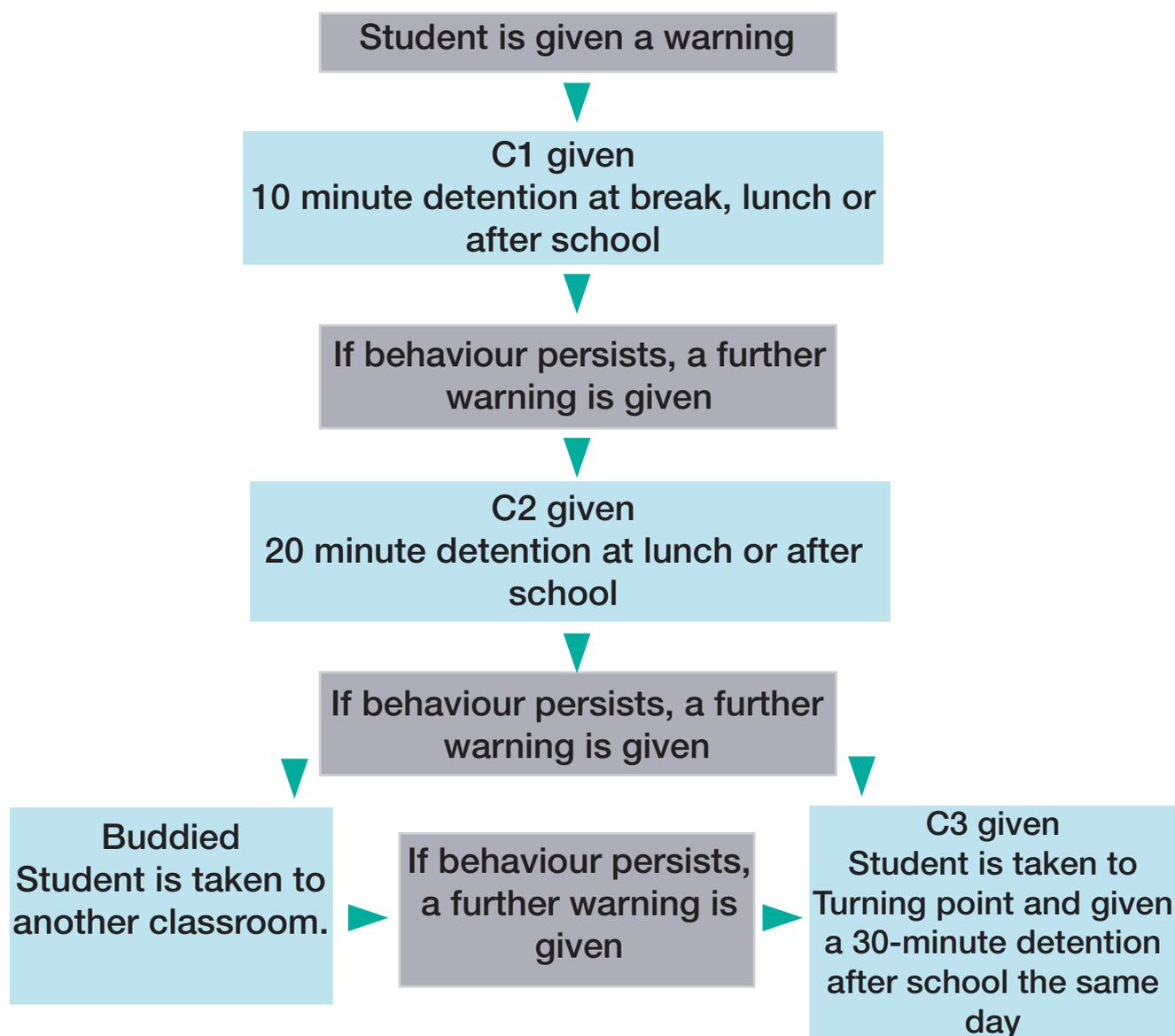
To recognise this achievement, students are awarded a badge that recognises the level of reward they have been given. Students wear these with pride on their blazer lapels.

Our Expectations

Fullhurst Community College aims to produce confident, responsible, well-educated students who can fulfil positive roles in society. We believe that learning takes place in an orderly, purposeful environment and so our expectations, systems and behavioural procedures are designed to produce such an environment. Our behaviour policy in full can be found on our website in our Parents section.

- Students are expected to act in a sensible, courteous and responsible manner at all times, respecting other people, their property and contributing to a happy learning environment.
- Students' language should never be offensive and students should show respect for others at all times.
- Through their exceptional conduct, students will present themselves as good representatives of the college at all times, both inside and outside of school hours.

In lessons, our teachers use a very clear consequence system to ensure student behaviour maximises the learning potential of all students. This is structured in the following way:



Attendance and Punctuality

At Fullhurst, we know that regular attendance is crucial to achieving academically. There is a clear correlation between those students who attend regularly and their final outcomes at the end of Year 11. As part of our Home School Agreement we ask that parents support the school in ensuring that students' attendance exceeds 95%.

How to report an absence

We do understand that people are sometimes ill. Therefore, if your child has an illness that is causing them to be absent from school, please call the school to report this absence as early as possible on the morning of their absence. This should be done every day the student is absent from school.

Punctuality

We expect and insist students arrive to their lessons on time. Timekeeping is a crucial life skill and therefore it's important students manage their own time well. During the school day, bells sound to indicate when lessons start and end. We also have 'pips' which sound a few minutes after the lesson bell has rung. This is a signal to the students that they are now late.

Arrival after the pips at any point during the school day results in a detention with the class teacher of the lesson to which they were late. Two late marks during the school day results in a same day detention of 30 minutes. If a student is late to school in the morning (past 8:45am) this automatically results in a 30 minute same day detention.

Equipment

All students are expected to be prepared for learning with a suitable bag to carry their books and containing basic equipment. We judge these items to be:

- 2 black or blue pens
- Pencils
- A Ruler

The following items would be useful to have at home:

- An English Dictionary
- A Spanish / French Dictionary

Lockers

All students will be allocated a locker on the Fosse Campus. In this locker, students will store their coats, phones and bags at the start of the school day – only carrying things with them they need for their lessons. Students can revisit their locker during breaks and lunch times to collect anything they need but will not be permitted to go to their locker in between periods during the day. This is not optional. Students are responsible for keeping their locker key safe at all times.

Mobile phones

Students are to store their mobile phones in their lockers at the start of every day. Please note that mobile phones will be confiscated and not returned until the end of the day if seen around school. Please note that phones are brought in to school at the owner's risk. We will not replace lost or stolen phones.

Homework

At Fullhurst, we recognise the importance of homework for all students in order to consolidate and enhance their understanding as well as to develop essential literacy, numeracy and study skills. We will ensure that homework is a meaningful extension of classroom learning and that it will aid progress. Homework in Year 7 will focus particularly on reading and recall of key information learnt in lessons. In KS3 students are expected to complete a reading homework every two weeks. If students do not complete this reading homework then they will be given a detention for half an hour after school in the first instance.

We have developed this homework at Fullhurst because research has proven that students who read widely and often are more likely to succeed in all of their subjects. The topics that are covered in the reading homework aim to develop students' ability to discuss a wide range of issues, so include PSHE subjects such as road safety and the environment, as well as building on topics students are covering in their lessons, like Tudor England and space.

Students are shown how to complete their reading homework on transition day and the first booklet is for completion over the summer. Subsequent booklets are given to students in tutor time and homework is handed in to form tutors. Any students who do not complete their reading homework receive a detention. There are also rewards for students who work especially well on their reading booklets, and those who complete the additional creative reading homework that is at the back of each booklet. If any student requires an additional booklet at any time, they can obtain this from their form tutor or their head of year.

We would ask for your support in promoting the importance of homework to your son or daughter and to support their learning by encouraging them to develop good study habits.

All of our homework is pre-published on the website for parents to see exactly what their son or daughter is being asked to complete at home.



Uniform

It is our policy that all students wear the college uniform when attending college, representing the college, or when participating in a college organised event outside normal college hours. Wearing uniform fosters a sense of community and belonging, promotes a sense of pride in the college and makes students feel equal to their peers in terms of appearance.

Fullhurst Community College uniform is:

- Black tailored trousers or knee length branded pleated skirt (not jeans, leggings or fashion items). Our skirt is only purchasable from Uniform Direct (see details below)
- White shirt or blouse with collar - must button to the neck
- College tie*
- Black blazer with college badge*
- Black V-neck sweater (to be worn under the blazer when it is cold)
- Black leather shoes (no canvas shoes, high heels or trainers)
- Plain headscarves or caps worn for religious or cultural reasons are permitted
- Jewellery, if worn, should be discreet and must be removed for PE, and some technology classes for safety reasons

* College ties and blazer badges are available from reception

PE kit

- Black T shirt
- Black shorts or tracksuit bottoms (no leggings, no hoodies)
- Suitable footwear (trainers with non-marking soles indoors)
- Gum shield and shin pads

Please note that extremes of fashion and makeup, including hair colour and style, are not permitted.

Uniform Suppliers

- Parents can purchase Fullhurst Community College uniform from Uniform Direct on Humberstone Gate, Leicester or online at: <http://www.uniform-direct.com/acatalog/Fullhurst-Community-College.html>
- Ties (£3) and blazer badges (50p) are purchasable from main reception.



Please do not wear...



Leggings or
Jeans



Trainers or canvas shoes



Round neck
jumpers



Any skirt that
is not Fullhurst
branded

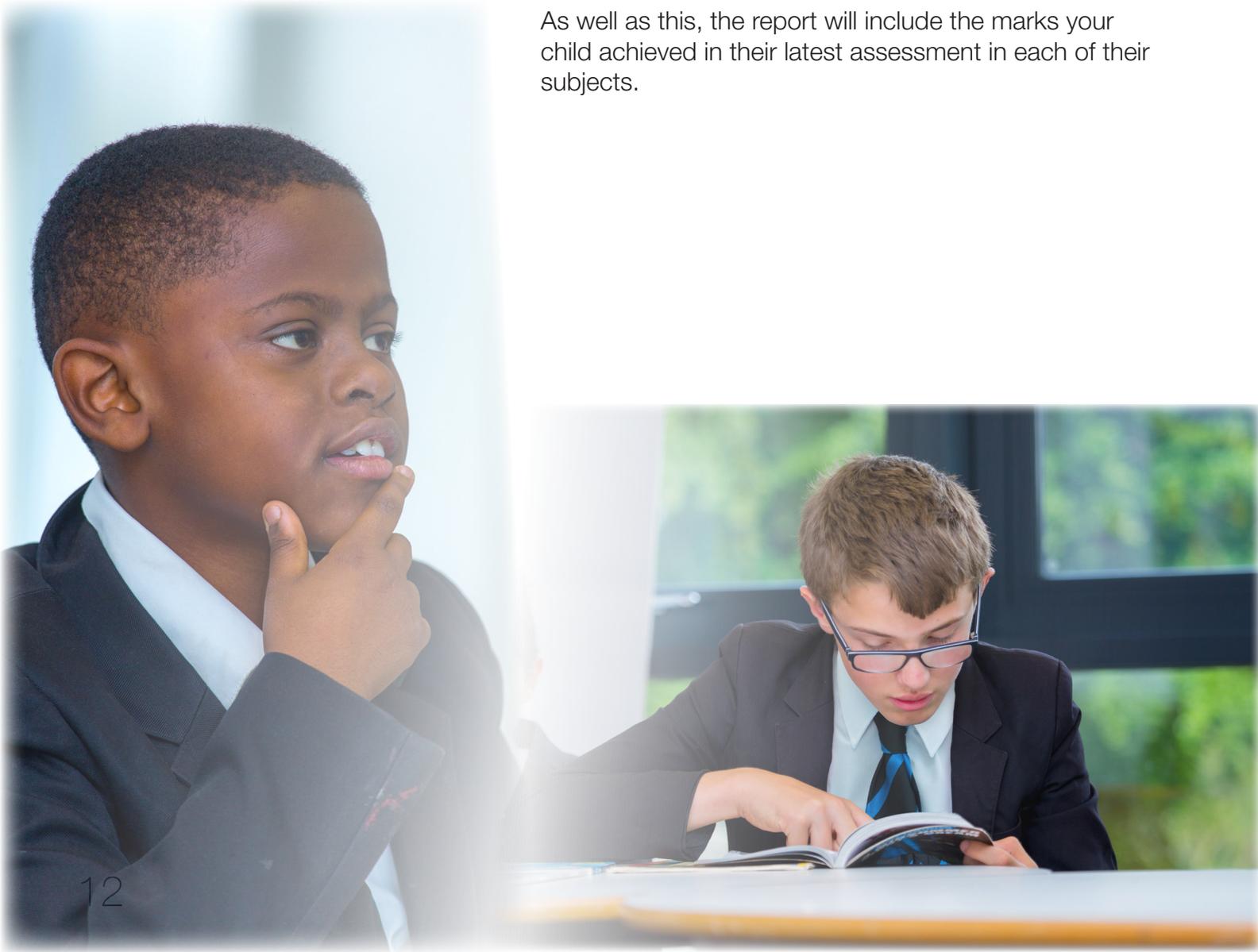
How we report on progress

At Fullhurst we have very high expectations and aspirations for students in terms of the progress they make with their learning. In each of your child's subjects, teachers will be assessing how well your child is doing and feeding back to them what they need to do to improve. Teachers use this assessment data to monitor that students are 'on track' to achieve the best possible grades for when they start their GCSEs in Key Stage Four.

The Key Stage 3 academic year is split into three assessment cycles. At the end of these cycles each student will be assessed and we will report home to parents how much progress your child is making. Based on the ability of each child, we will report to what extent your child is meeting our expectations with regards to their progress. The progress in each subject will be shown with a traffic light system, as follows:

- Purple – your child is 'on track' and exceeding expected progress
- Green – your child is 'on track' and meeting expected progress
- Amber – your child is not making expected progress, and they need to catch-up

As well as this, the report will include the marks your child achieved in their latest assessment in each of their subjects.



Parent Events at Fullhurst



We aim to involve parents/carers in the education of their child as much as possible and to support this we have many parental engagement events running throughout the year.

This year we have hosted child and parent cookery classes, vehicle maintenance classes and health and beauty classes to name a few.

On top of this, regular parental partnership meetings are scheduled throughout the year to give parents/carers the opportunity to voice opinions and engage in an open dialogue with senior school leaders.



The school runs yearly parents evenings and has an array of extra talks, workshops and discussion groups for parents to attend. For KS4 especially, we put on many support workshops to help students and parent/carers to make informed choices for the future.



To keep you updated on these events we regularly publish news articles on our website and posts on twitter.

Follow us on twitter @fullhurst or visit the website www.fullhurst.leicester.sch.uk



Safeguarding

Fullhurst Community College aims to safeguard and promote the welfare, safety and health of every registered student by fostering an honest, open, caring and supportive climate. The students' welfare is of paramount importance. This means we will always work to:

- protect children and young people at our college from maltreatment.
- prevent impairment of our children's and young people's health or development.
- ensure that children and young people at our college grow up in circumstances consistent with the provision of safe and effective care.
- undertake that role so as to enable children and young people at our college to have the best outcomes.

What is involved in safeguarding?

There are four main elements to our **Safeguarding Children in Education - Child Protection Policy** which you can also read in full.

- Prevention (e.g. positive college atmosphere, teaching and pastoral support to students, preventing unsuitable people working with children)
- Protection (by following agreed procedures, including visitor information, and ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns)
- Support (to students, parents and college staff)
- Working with parents (build and maintain transparent, positive working relationships with parents to ensure appropriate communications and actions are undertaken)

Who are the main safeguarding contacts at the college?

- Designated Safeguarding Leads
Mr Apollo Rai (Deputy Principal) OR Mr Chris Heal (Deputy Principal)
office@fullhurst.leicester.sch.uk
0116 2824326
- Child Protection Officer
Miss Mary McKenzie
0116 2824326
- Named Safeguarding Governor & Chair of Governors
Mr Rick Moore
0116 2824326
- Local Authority Designated Officer (LADO)
Jill Parker
0116 4542440

Advice for parents / carers

If you have any concerns about a student at Fullhurst Community College, please contact Mr Rai on 0116 282 4326 or via office@fullhurst.leicester.sch.uk

A reminder to students

If you have any concerns, about yourself or a fellow student, it is important to talk to someone. Remember, you can talk to ANY member of staff. You may want to speak to your Head of Year, Miss McKenzie or Mr Rai. If you feel unable to speak to someone in college, you may wish to contact Childline 0800 1111

Protecting children and young people from extremism

The government has launched the 'Educate Against Hate' website to give parents, teachers and school leaders practical advice on protecting children from extremism. The website includes resources to assist teachers to build students' critical thinking skills and resilience to extremist ideologies. If you are concerned that a child might be at risk of extremism, or if you have any other concern about extremism in a school please contact Mr Rai or Miss McKenzie on 0116 2824326. Alternatively, you can email counter.extremism@education.gov.uk or call 020 7340 7264.

Anti-Bullying

Fullhurst Community College will not tolerate any form of bullying. All incidents will be taken seriously. We are proud to have won an Anti-Bullying Award in recognition of our good practice in preventing and tackling bullying within the college.

STOP

Bullying is a behaviour by an individual or group that intentionally hurts another individual or group either physically or emotionally, which happens several times on purpose. We use the STOP acronym again to advise students to Start Telling Other People.

Advice for parents / carers

Talk to your child and find out what happened. Encourage them to write it down. Tell them to speak to their Head of Year as soon as they reach school. If the problem persists, please contact your child's Head of Year on 0116 282 4326 or via office@fullhurst.leicester.sch.uk

Additional Support

Additional Support for SEND, LAC and Vulnerable students

At Fullhurst we recognise that some of our students have individual learning requirements which may affect their progress and attainment across the curriculum and we have a committed team of staff trained to support students to ensure that individual needs are met. The SEND faculty supports students across the Code of Practice, including Cognition and Learning, Communication and Interaction, Sensory and Medical and Social, Emotional and Mental Health. This includes students with general and specific learning difficulties. We specialise in our provision for students with Autistic Spectrum Disorder (ASD). We also provide targeted support for Looked After Children. In addition, the faculty supports students who have English as an additional language.

The SEND faculty is made up of a team of experienced staff who provide a range of support for students including in class support, small group work and individual one-to-one support where applicable. Our faculty team works closely with teachers across the school, parents and relevant outside agencies to ensure all students make progress across the curriculum. We identify needs quickly and provide appropriate, targeted intervention to ensure that all students have the opportunity to achieve their very best.

The SENCo at Fullhurst Community College, Miss Catherine Murphy, can be contacted by calling 0116 282 4326 or via email to the SEND Administrator DRelf@fullhurst.leicester.sch.uk and is available weekly for parent/carer drop in sessions and/or via email.

Additional Support for Families and our Community

At Fullhurst, we also offer additional support for families who need it. This provision includes, but is not limited to:

Support on offer in school:

- Mentoring – with school mentor
- One to one/ mentoring
- School Nurse
- Transition support for students with anxieties/ need additional TLC and targeted input from the school Learning Centre
- Supporting letters to GP

We can also refer families to the following external agencies for further support for families:

- Early Help
- Educational Psychology Team
- Learning, Communication and Interaction Team
- Family Support
- Targeted Youth Support
- MST (Multi-systemic Therapy)
- ADHD Solutions

Careers Advice and Guidance

Careers education, information, advice and guidance is offered to students in each year at Fullhurst Community College. If you would like any further information regarding careers education, please contact the main office on 0116 282 4326 or our careers advisor Sue Mason via email at smason@fullhurst.leicester.sch.uk.

In Year 7, our primary focus is ensuring that all students realise their potential; understanding that the education they receive at Fullhurst Community College can take them to extraordinary places.

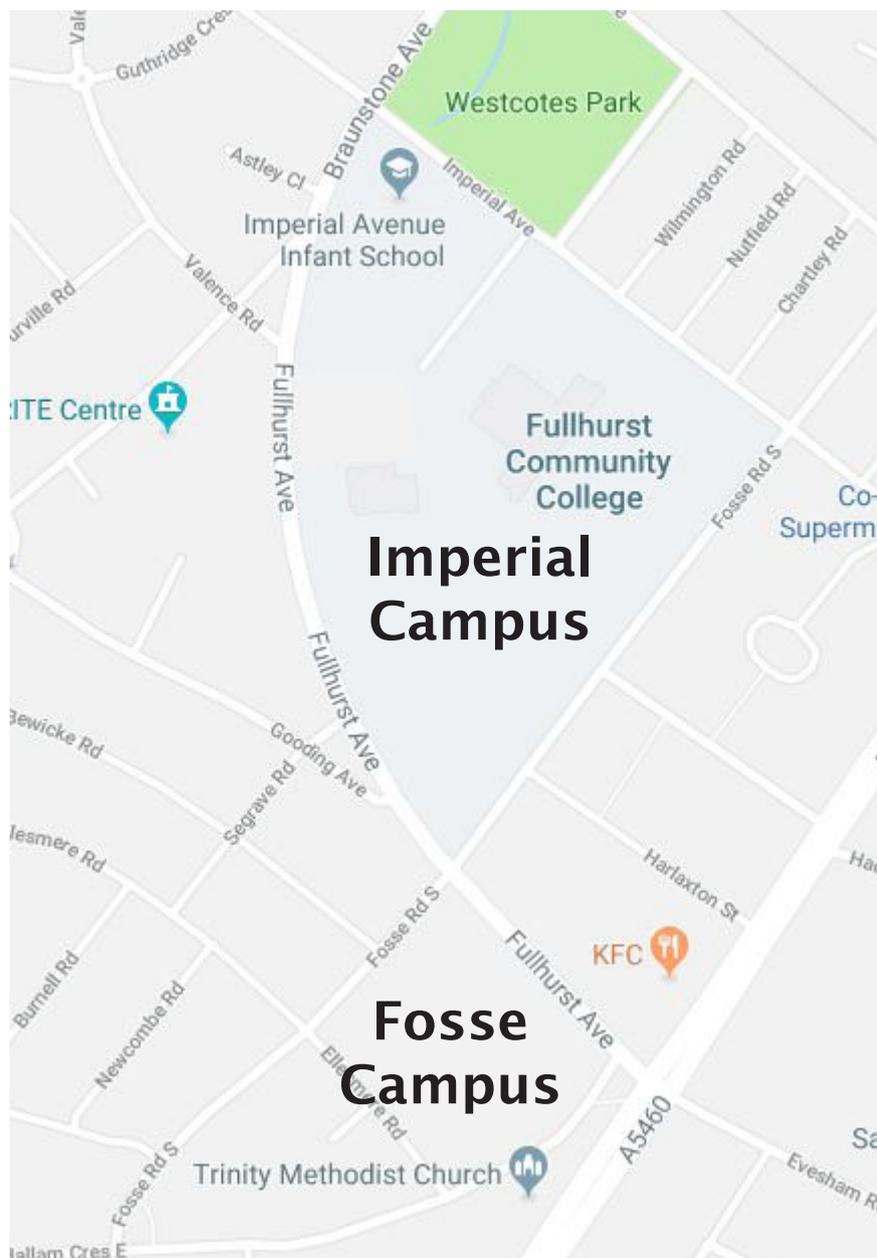
Year 7 students take part in numerous competitions and activities throughout the year during tutor periods, assemblies and specially organised events to introduce them to the world of careers and employability. Students will also start to build their CV in preparation for their transition out of Fullhurst at the end of Year 11. We believe that building an exceptional CV takes time and therefore, the students will work on theirs regularly until the end of Year 11.



One school, two campuses

Fullhurst is very much one school even though it is spread over two campuses. Our unique set up provides students with remarkable facilities, focused support and ample space to develop.

Students will complete years 7 & 8 at Fosse Campus, before moving over to Imperial Campus for years 9 - 11. Students in Years 7 & 8 will also access their PE lessons on the Imperial Campus.



Home School Agreement 2019/20

What parents can expect of us as a school

A safe environment for your child to learn, grow and develop.

A highly trained staff body who have your child's best interest at heart.

A comprehensive curriculum that provides your child with the tools needed to succeed in later life.

Fantastic facilities for learning and development.

What we expect of our parents

To support the school with all decisions made regarding your child's education and school policies regarding uniform, attendance and behaviour.

To engage with the school throughout your son's / daughter's time here e.g. attendance at all parents' evenings, answering or returning phone calls from the school etc.

To conduct yourself in a manner befitting a school environment when visiting our school.

To show respect to all staff at all times.

The expectations of our students is clearly laid out in our behaviour code which is referred to explicitly in this handbook. By signing below, you're also signing to say that you know and understand our behavioural expectations.

Parent/Carer signature _____

Senior staff signature _____

Date _____



FULLHURST

COMMUNITY COLLEGE
EST. 1991

