

Year 11 Handbook

As hard as it is to believe, you are now in Year 11! In order to help you organise yourselves as much as possible throughout the year, Mrs Smith and I have gathered as much useful information as possible and collated it in this handy booklet to assist you during this challenging period.

As you will see, we have responded to lots of feedback from many different sources in order to fine tune your programme of study and hope that this has a positive effect throughout Year 11. Preparation and organisation is the key to success and will in turn, alleviate stress and worry so it is important that you make a conscious effort to think ahead and plan in advance where ever possible.

If, throughout the year, you are struggling with the workload or feel you aren't coping, then you must seek help through Mrs Smith or I and we will do our best to support you.

Please use this booklet to assist you throughout Year 11 and ensure that you make the most of every opportunity to succeed during your time at Honiton Community College and beyond.



Mr Skelding

CONTENT

Page 1	INTRODUCTION FROM MR SKELDING
Page 2	CONTENT PAGE
Page 3-4	KEY POINTS OF CONTACT
Page 5 - 9	ATTENDANCE AND PUNCUTUALITY
Page 10-11	LUNCHPASSES
Page 12-13	STRIKING A BALANCE
Page 14	STUDY LEAVE
Page 15-16	ACADEMIC OVERVIEW
Page 17-18	HONITON COMMUNITY COLLEGE 6 th FORM
Page 19-20	FUN BITS
Page 21-22	SPAIN TRIP

Key Points of Contact

College Phone Number: 01404 42283

Email: initial and then surname @honitoncollege.devon.sch.uk e.g.
tskelding@honitoncollege.devon.sch.uk

Executive Leadership Team

Smith, Mr Glenn - Principal	201
Adams, Miss Marie-Claire - Assistant Principal	203
Holt, Mr Andrew - Vice Principal	202
Robson, Mr Rob - Assistant Principal	204
Millward, Mr Nicholas - Assistant Principal / Director of SEND	205

Pastoral Team

Skelding, Mr Tom - Head of Learning for Year 10 and 11	242
Smith, Mrs Sue - SWC Year 11	245

Heads of Department

Blockley, Ms Kat - Head of Creative Arts, Business & Technology	251
Bown, Mrs Hannah - Head of Physical Education	257
Braven, Dr Charles - Head of Mathematics	262
Carter, Mr Chris - Head of Music	253
Culwick, Mr Marc - Head of Drama	251
Dagger, Mr Dave - Head of Humanities	264
Flynn, Mrs Sarah - Head of English	261
McConachie, Mrs Caroline - Head of Modern Languages	255
Norman, Ms Jo - Student Support	235
Knight, Miss Kelly - Head of Science	258
Wright, Mr Joshua - Director of ICT	263
Burroughs, Mrs Selena - Head of 6 th form	250

ATTENDANCE AND PUNCTUALITY



We believe that our students should strive to achieve excellent records in both attendance and punctuality because in doing so they will;

- Maximise their 'learning time' and
- Improve their employability

Attendance and punctuality is monitored on a daily basis by the Heads of Learning, Student Wellbeing Coordinators, College Safeguarding Officer and in some cases, the Education Welfare Officer.

WHAT TO DO IF YOUR CHILD IS ABSENT FROM COLLEGE:

Please telephone the College, 01404 42283 before 8.30 on **every day** of absence.

Absence messages are taken by our team of Student Wellbeing Coordinators. If you have to leave an answerphone message, please confirm your child's full name, tutor group and reasons for absence.

We must advise you that failure to inform us immediately of the reason for your child's absence may result in the absence being registered as unauthorised. This could result in a possible fine or prosecution.

First Day Calling – All parents/carers receive a first day call after registers are confirmed.
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First Letter or phone call
Students attendance slipping or showing a pattern that causes concern

Medical Letter
At this point written medical evidence is required for medical absence and illness.
This can take the form of a letter, appointment slip or photocopy of prescribed medical label

Fast Track or Penalty Notice
At this meeting a Penalty Notice may be requested from the Education Welfare Service (EWS) or a Fast Track may be deemed appropriate.

Prosecution through EWS

Intervention led by HCC staff

Education Welfare Service informed

EWS advise and lead when appropriate

ATTENDANCE:

- The college target for attendance is 96%
- Anything below this target is likely to have a detrimental effect on a student's learning and therefore his/her academic achievement.
- Where there is cause for concern, parents will be contacted by the College. In some cases an Education Welfare Officer may also make contact.
- Parents are responsible in law for ensuring that children of compulsory school age receive full-time education. Failure to do so could result in a fine or prosecution.
- Parents do not have the right to take children on holiday in term time. Leave of absence will only be granted in exceptional circumstances and in advance by the College using an absence request form available from the student office or via the school website. The request will be considered in light of the students existing attendance record and Year group

Reason For Absence	Action Required
Medical/dental appointments	A copy of the appointment card should be shown to SWC or Head of Learning. Where possible, all appointments should be made outside of school time
Recognised religious holidays	Please provide a letter of authorisation
Family bereavement/funerals	Please contact SWC/Head of Learning in the first instance
Sickness	Please telephone SWC/Head of Learning on every day of sickness. If you have to leave a message, please state child's name, tutor group and reason for absence. Please note, parent should phone each day of sickness
Seeing parent who is on leave from armed forces	Application to Head of Learning/SWC

Examples of Unauthorised Absences:

Failure to register
 Any type of shopping days
 Looking after siblings or unwell parents
 Minding the house
 Birthdays
 Resting after a late night
 Relatives visiting or visiting relatives

This is not a definitive list and all absences will be considered on their own merit.

PUNCTUALITY:

Expectation that all students should be on site by 8.30 at the latest and should be in their tutor room before 8.35.

- All students must be in their Tutor bases before 8.35 and in lesson 5 at 1.55 to receive their registration mark.
- Formal registers close at 8.50 and 2.00. Any student arriving after this time **MUST SIGN IN AT THE STUDENT OFFICE.**
- Parents are responsible in law for ensuring that children of compulsory school age arrive at College on time. Failure to do so could result in a fine or prosecution.
- Students who are late for registration 3 times in any half term will receive a Concern point and will be placed in a College detention. All subsequent late marks for morning or afternoon registration will lead to a detention on the same day with a member of the Leadership Team. We would always call to inform parents and would not include late marks where a suitable reason has been given (e.g. late bus).
- All students must arrive promptly at each lesson. Failure to do so may, at the discretion of the teacher, result in the issue of a concern point.

Lunch Passes



As you will be aware, Year 11 students have the option to have lunch off site in the final year of study. By now, your child will have received the letter regarding lunch passes. Please see below for an overview of the process:

- Students require a pass to allow them to leave the College site at lunchtime. Passes will only be issued to students whose parents/carers give permission for their child to leave the college premises at lunchtime.
- Before requesting a pass for your son/daughter you should consider the following points carefully:
- The College take no responsibility for the safety of students once they have left the college site. This responsibility will lie with the person whose name and emergency contact telephone number appears on the lunchtime pass (this should normally be the parent/carer).

- Students who are 'off site' at lunchtime may well be asked to show their lunch passes by Police Officers to verify who they are and why they are not in College.
- Because of fire safety regulations, once the student has left the College site, **no student who has been issued with a lunch pass will be allowed on college premises between 1:10 and 1:50pm**, for example, in the case of inclement weather. **No exceptions will be made to this rule.**
- Students do not have to go "off site" every day
- Students must only leave via the main entrance and must **sign in and out** every time they leave the College.
- Once issued, passes may be withdrawn at anytime following a request from the parent/carer or at the discretion of the College.

Striking a balance

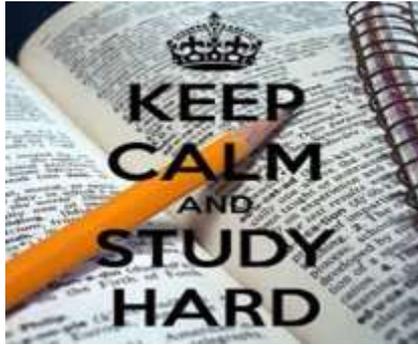


During your final year of study building towards your GCSE exams it is important that you do everything within your power to maximise your potential. An important part of this is striking a balance between work, rest and play. Although studying is obviously an important part of your preparation, you must also make time to socialise, exercise, eat regularly and healthily and of course get plenty of sleep.

- Socialising – being focused and attempting to do your best in Year 11 doesn't mean hiding away in your rooms and working constantly! It is important to find the time to see friends and family in order to relax and have some crucial rest time away from your studies.
- Exercise – Exercise has long been prescribed by GP's as a way to relax and relieve stress. This can take many forms from netball to walking the dog, karate to shopping! Regardless of the activity, getting some air in your lungs and raising your heart beat is a great way to take your mind off exams and studying.

- Eating – eating a regular balanced diet is very important in order to maintain good energy levels throughout the day. Think of your body's like a car that needs to have the right fuel to keep it running, as soon as you put the wrong fuel in, performance drops or it stops working entirely! Little and often and make sure you have lots of water too as dehydration can result on headaches and loss of concentration.
- Sleep – lack of sleep can inhibit your ability to learn, listen, concentrate and solve simple problems. You may even forget important information like names, numbers or when your homework is due! Lack of sleep may also make you more susceptible to picking up colds and other bugs due to your immune system being weakened. You should be getting between 8-10 hours sleep per night and if you're not ask yourself why? Do you have a T.V, mobile phone or any other devices in your room at night which distract you or keep you awake? Have you prepared yourself for a good sleep through listening to some calm music or having a shower or bath just before you go to bed? Try these ideas out and you might find it makes a big difference to the quality of your sleep

Study Leave



As you may be aware, in previous years the college has operated a study leave program. The merits of study leave and the criteria for how students are selected for study leave has been discussed between ELT, Head of Learning and SWC and the following process has been agreed:-

- Official Leavers day Friday 12th May 2017 – Period 5 will be off timetable for a leavers assembly and celebrations.
- Study leave will commence week beginning 15th May 2017 providing the Head of Department and subject teacher IN ALL SUBJECTS taught are in agreement.
- If the student DOES NOT MEET THE REQUIRED CRITERIA (IN ANY OF THEIR SUBJECTS), they must continue attending ALL lessons in that subject.
- Once the student has attended the required lesson(s) for that day, they are free to leave the college site. If, for transport reasons, they are unable to get home, the college will provide a staffed classroom for private study and revision. (the student MUST arrive prepared with their own study/revision resources)

Academic Overview



This table is a list of important dates and could be subject to change

Date	Time	Event
31/10/2016	08:30 - 15:00	Year 11 Mock Exams
03/11/2016	17:00 - 19:00	Year 11 Options Evening
w/b - 12/12/2016		Year 11 reports
w/b - 27/02/2017		Year 11 Mock Exams
w/b - 13/03/2016		Year 11 reports
16/03/2017	15:45 - 19:00	Year 11 Parents Evening
w/b - 18/04/2017		Year 11 Mock Exams
w/b - 15/05/2017		Year 11 Exams
TBC		GCSE results Day

An information booklet will be available to you with your statement of entry closer to the start of your exams. If you have questions or queries please refer to Loren Pidgeon

lpidgeon@honitoncollege.devon.sch.uk

Revision Timetables

REVISION PLANNER

- Allocate sufficient time for each topic in subject areas.
- Don't forget to build in time for relaxation.
- Use different colours to create a key for subject revision, relaxation and normal day-to-day activities.

Week beginning: 13/2/16

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
A	English 10-11	Maths 10-11	Science 10-11	History 10-11	PE 10-11	Religion 10-11	Art 10-11
B	Maths 11-12	Science 11-12	History 11-12	PE 11-12	Religion 11-12	Art 11-12	English 11-12
C	PE 12-1	Religion 12-1	Art 12-1	English 12-1	Maths 12-1	Science 12-1	History 12-1
D	English 1-2	Maths 1-2	Science 1-2	History 1-2	PE 1-2	Religion 1-2	Art 1-2
E	Religion 2-3	Art 2-3	English 2-3	Maths 2-3	Science 2-3	History 2-3	PE 2-3
F	PE 3-4	Religion 3-4	Art 3-4	English 3-4	Maths 3-4	Science 3-4	History 3-4
G	Art 4-5	English 4-5	Maths 4-5	Science 4-5	History 4-5	PE 4-5	Religion 4-5

Above is an example of a student's revision timetable which incorporates all of the student's subjects as well as time to socialise and take part in physical exercise. If you require a revision booklet then please see Mr Skelding or Mrs Smith.

When planning your revision, try to use a variety of different revision methods including; apps, websites, mind maps, note taking and good old fashioned reading! For the best apps/websites, please see your individual subject teachers.

HONITON COMMUNITY COLLEGE 6TH FORM



We value our Sixth Form students very highly and place great value on the contribution that each individual student makes to the school community as a whole. The school believes that it is the good working relationship between parents, carers, students and staff that will help guide student's development to realise their full potential; academically, socially and emotionally.

We aim to develop independent, ambitious and successful individuals who set themselves high expectations and achieve or even exceed their potential.

We know for many students that the gap between finishing their GCSE's and starting their Level 3 qualifications is a huge step in their skills and knowledge and throughout their time with us, we closely monitor their progress and personalise the support that they need in order to achieve their full potential. This is done through target setting, regular contact meetings with tutors and communicating with parents / carers.

We have a clear focus on preparing students for life after Sixth Form. Whether they choose university, Apprenticeships or employment, students are given careers guidance and advice that prepares them to make a valued choice in their future career.

Life in the Sixth Form is an exciting new opportunity in their educational adventure with the student being expected to take increasing responsibility for their learning and management of their time and develop their own individual unique character. We strive to provide an environment in which students experience the right balance of independence and supportive guidance.

AND NOW FOR THE FUN BITS!

2017 PROM



The most looked forward to event of the year! 2017 prom will take place on 7th July 2017. The prom is held at The Exeter Golf and Country Club, Exeter where the students will have a buffet style meal and a disco. The Prom committee also arrange a photographer who captures this fantastic evening for a lasting memory for the students to treasure. The price this year for the Prom ticket will be £30.00. The closing date for payment is 5.5.17

HOODIES



Students will also have the opportunity to purchase a leavers 2017 hoodie. These are currently being organised by the students and last day for payment will be 16.12.16. The student will get the chance to choose a colour and also be able to have their name/nickname printed on the back of the hoodie as well as all the student names who are leaving incorporated into the 2017 design. Cost will be around £18.60.

YEAR 11 LEAVERS BOOK



Students will have the opportunity to purchase a Year 11 Leavers Book. This will incorporate photos of each student with a leaving quote, photos of their tutor groups, photos of past school trips and photos collated by students over the years. Pictures of the prom will also be added and books will be available in August on GCSE results day. This is put together by the students and sent away to any outside agency to be made into a book format. A lasting memory of their friends and happy times at HCC. Closing date for payment is 10/2/17

Should you wish to purchase any of the above, we have arranged for you to be able to pay in small amounts over the coming months. Payment is through Parentpay. Should you wish to discuss this, please contact our Finance Office on 01404 42283

SPAIN TRIP



The trip is from Friday 14th July until Thursday 20th July 2017 and involves coach travel from Honiton to Spain and then includes four nights at a hotel in Tossa de Mar, near to Barcelona. We will spend time exploring this charming sea-side town, have a city trip to Barcelona visiting the Camp Nou Stadium (home of Barcelona FC), Las Ramblas and Gaudi's Sagrada Familia Cathedral. We also have a day in Port Aventura Theme Park and a day in a Water Park in nearby Lloret de Mar. There will be the opportunity to have a trip on a glass-bottomed boat on the final day, weather permitting.

At the hotel, meals including dinner and breakfast are included, and there will be an allowance for lunches and food on the way home.

At the start of October 2016 the next instalment of your contribution to this trip is due

The payment amounts and dates are :

Monday 3rd October £150

Monday 5th December £150

Monday 6th February £145

Please pay in the usual way by ParentPay and contact the finance office if you have issues with this.

I will be holding a meeting to give out to students the relevant paperwork to obtain a Collective Passport for the trip. To this end, please could you ensure that you have ready a **recent** passport picture of your child which will speed up the application process. I hope to have the application sent off after October half term.