

EARL MORTIMER  
COLLEGE & SIXTH  
FORM CENTRE



**EARL MORTIMER**  
C O L L E G E

## Personal Details

This planner belongs to .....

Tutor Group ..... House .....

Tutor's Name ..... Tutor Room .....

Learning Manager .....

Assembly Days .....

## Home Contact Information

Contact Name .....

Address .....

..... Postcode .....

Telephone Number(s) .....

E-mail Address .....

## College Key Information

The Principal is Mr A Long.

The College address and telephone number is:

Earl Mortimer College & Sixth Form Centre  
South Street  
Leominster  
Herefordshire  
HR6 8JJ

Telephone 01568 613221

Fax 01568 613622

E-mail [admin@emc.hereford.sch.uk](mailto:admin@emc.hereford.sch.uk)

Website [www.earlmortimer.org.uk](http://www.earlmortimer.org.uk)

Follow us on Facebook, Twitter, G+ and YouTube

## College Day

8.00am	College Opens
8:45am	Period 1
9:45am	Period 2
10:45am	Break
11:05am	Period 3
12:05pm	Period 4
1:05pm	Lunch
1:45pm	Tutor Time/Assembly
2:05pm	Period 5
3:05pm	End of Lessons

A large amount of after-college clubs are available, your Tutor will be able to tell you more about what is running, when and where. The Library is open before and after College for homework to be completed.

## Term Dates 2016-2017

### Autumn Term

Term Starts	Wednesday 7 <sup>th</sup> September 2016
Half Term	24 <sup>th</sup> - 28 <sup>th</sup> October 2016
Term Ends	Friday 16 <sup>th</sup> December 2016

### Spring Term

Term Starts	Wednesday 4 <sup>th</sup> January 2017
Half Term	13 <sup>th</sup> - 17 <sup>th</sup> February 2017
Term Ends	Friday 7 <sup>th</sup> April 2017

### Summer Term

Term Starts	Monday 24 <sup>th</sup> April 2017
Bank Holiday	Monday 1 <sup>st</sup> May 2017
Half Term	29 <sup>th</sup> May - 2 <sup>nd</sup> June 2017
Term Ends	Friday 21 <sup>st</sup> July 2017

\*Correct at time of going to press

# Educational Agreement

At Earl Mortimer College & Sixth Form Centre we believe that it is essential to work together in partnership with parents and students in order to achieve the best possible education for each individual.

## The College will aim to:

- Promote the aims and values outlined in the College prospectus.
- Provide a safe environment in which students can work.
- Provide a varied curriculum designed to meet the needs of every student.
- Support and encourage each student to achieve success.
- Encourage each student to show care and respect for each other.
- Keep parents and carers informed of any concerns or problems affecting the attendance, work or behaviour of their child and deal with matters promptly.
- Set, mark and monitor classwork and homework on a regular basis.
- Provide regular reports on each student and arrange parent consultation evenings to discuss the progress of students.
- Keep parents/carers and students informed of what is happening in the College through the calendar, regular newsletters and notices of special events.

**Learning Manager** ..... **Date** .....

## As a parent/carer I will aim to:

- Ensure that my child goes to College regularly, on time and with the correct uniform and equipment.
- Inform the College about any concerns or problems, which may affect the work or behaviour of my child.
- Support the College's behaviour policy and guidelines.
- Support my child in studying and working at home.
- Support my child's progress by attending parent consultation evenings.
- Keep up to date with what is happening in College.

**Parent/Carer** ..... **Date** .....

## As a student I will:

- Attend College regularly, arriving on time every day.
- Bring the books and equipment I need every day.
- Follow the College Code of Conduct by showing consideration, care and respect for myself, for others, for property and the environment.
- Wear the correct College uniform every day.
- Work hard in class and allow others to do the same.
- Do my homework to the best of my ability.
- Be polite and helpful to others at all times.
- Keep my parents/carers informed of news from the College by forwarding reports and letters.

**Student** ..... **Date** .....

## My Subject and Homework Timetable – Week A

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
Tutor					
5					

## My Subject and Homework Timetable – Week B

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
Tutor					
5					

# Attendance Record

Term	Week	Lates	Weekly Attendance %	Accumulative Attendance %
Autumn	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
Spring	16			
	17			
	18			
	19			

Term	Week	Lates	Weekly Attendance %	Accumulative Attendance %
Spring	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
Summer	28			
	29			
	30			
	31			
	32			
	33			
	34			
	35			
	36			
	37			
	38			
	39			

### Target Setting for My Learning

At the start of each Key Stage your teachers will set you your target level/grade. This is an indicator of what your teachers believe you can achieve. Complete the columns below, and then every time you receive your report, fill in the relevant boxes to show your progress. (Above Target, Towards Target, On Target, Below Target)

		How Am I Doing?					
Subjects	Target Level/Grade	Report 1a	Report 1b	Report 2a	Report 2b	Report 3a	Report 3b
English							
Maths							
Science							

## **Code of Conduct**

Our Code of Conduct is designed to develop self-discipline and is based on three principles; Respect, Consideration and Courtesy.

### **Respect**

Everyone at the College is of equal value, deserves the same chances and respect, even if we do not agree with his or her views.

We should respect the efforts and work of other people. We should respect the property of others, the College buildings and equipment, and the environment in which we live.

We should have self-respect and conduct ourselves in a manner of which we can be proud, and which will earn the respect of others.

### **Consideration**

The feelings, needs, hopes and ambitions of all members of our community deserve consideration. The resources of the College, the opportunities provided and the quality of life available are there to be enjoyed by all. We should not behave in a selfish, inconsiderate manner at the expense of others. We must not behave in a manner which holds back the education of others or threatens their health or safety.

### **Courtesy**

In a large community it is unlikely that anyone is a close friend of every other member. However, everyone deserves to be treated with courtesy.

#### **We should:**

- Address people correctly;
- Be polite and well-mannered;
- Speak pleasantly to each other without trying to put each other down;
- Encourage each other;
- Be helpful to each other.

# College Rules

## General Behaviour

- You must behave in a sensible and responsible manner towards other people and property and conduct yourself according to the College Code of Conduct, in and around College. Even whilst travelling to and from College you represent College and must behave in a manner that must not bring the College into disrepute.
- You must not take part in any financial transactions (e.g. buying and selling). You must not gamble.
- If you need to bring to College a large sum of money for some special reason, you must consult your Tutor about its safe keeping.
- You must leave radios, MP3 players, electronic toys, cameras, mobile telephones and other valuable items at home unless you have permission from a member of staff to bring these to College for a specific reason, in which case they must be left with that member of staff for safekeeping.
- Correcting fluid, chewing gum, sweets and other substances that make a mess must not be brought to College.
- You may eat or drink only in designated eating areas. You must put your litter in the bins provided.
- You may bring water to College. Fizzy, sugary and energy drinks are not allowed.
- At break time you may remain in the Street area. At lunchtime you may remain in the Street area until 1:30pm then you will be supervised outdoors. In cases of wet weather you will be supervised indoors.

## Safety and Welfare

- You may not bring into College anything likely to be a danger to others, such as glass containers, aerosol, skateboards or scooters.
- You must not bring into College, or use in College, any offensive weapon.
- You must not bring into College, or possess, or use in College, alcohol, solvents, tobacco, e-cigarettes, vaporizers, lighters or matches, or any illegal substance.
- You may enter classrooms only when supervised by a member of staff.
- You may not bring bags into workshops and laboratories. These should be placed in the appropriate storage spaces for each work area.
- If you wish to come to College by bicycle, you must keep it in a roadworthy condition, ride it safely and wear appropriate safety wear. Bicycles brought to College must be kept securely locked in the designated bicycle store/areas. You may not ride your bicycle on the College premises. Lockers are available for the storage of cycle safety equipment.
- For your safety the College has a secure perimeter fence and restricted access for visitors. The site, including the car park, is covered by a CCTV system to monitor and collect visual images for security and the prevention of crime.

## **Dress and Appearance**

- When you are travelling to and from College and on College activities you must always wear the correct College uniform as shown in the College Uniform Guidance Sheet, unless given special permission not to do so. You must wear College uniform when attending parents' consultation evenings.
- You may wear an outdoor coat and scarf to and from College, but not in or around College. A sensible style and colour of coat, in keeping with College Uniform colours is required.(EMC waterproof jacket is available)
- If at any time you are unable to wear the correct College uniform, you must bring a note from your parents or carer to your Tutor to explain the reason. The note should specify how long you will be unable to wear correct uniform.
- Apart from blazer badges awarded by the College, you may wear one badge of a club or organisation to which you belong.
- A watch and one plain ring may be worn, provided they are not valuable items. They must be removed for practical subjects. One pair of small gold or silver sleepers or studs may be worn in pierced ears, but no other earrings. No other body piercings are permitted (including multiple earrings or studs, studs and rings in the nose, eyebrow, tongue, upper ear or lips, these are not allowed under any circumstances). No other jewellery may be worn (including multiple rings on fingers). Make-up or nail varnish may not be worn. Extremes and high fashion hair styles or colour are not permitted; this includes tramlines, patterns, coloured streaks, multiple colours or unnatural colours such as purple, green or similar. Footballer style haircuts where it is overlong on the crown and extremely short at the sides all the way to the parting are not acceptable.

## **Attendance and Punctuality**

- You may enter the College from 8:00am. You are expected to arrive on the College site by 8:40am.
- You must make sure you arrive on time for Period 1 at 8:45am, and for the start of every lesson. You must report to Reception should you, in exceptional circumstances, arrive after 8:45am.
- If you are absent from College your parent or carer should contact the College on the morning of **every day** of absence with the reason for your absence.
- You must stay on the College site during morning break and at lunchtime.
- If you need to leave College during the day you must bring a note from your parent or carer to your Tutor. You must report to Reception to sign out and to sign in when you return. You must be collected by your parents/carers.
- You must leave the College promptly at the end of the College day unless involved in an activity supervised by a member of staff.

## **Classroom Rules Across ALL Subjects**

To ensure that everyone makes the most of their time at Earl Mortimer College & Sixth Form Centre, it is expected that students must:

### **1) Arrive to all lessons ready to work with the correct equipment and attitude.**

This means:

- All students are to have a pen, pencil and whatever is necessary to begin the lesson with the minimum of fuss.
- Students who repeatedly fail to bring the correct equipment will be reported to the Faculty Leader or Key Stage Learning Manager and parents/carers will be contacted.
- Continued failure will be seen as disruptive behaviour and parents will be asked to come to College to discuss the effect this has on the learning environment in the classroom.

### **2) Always have consideration for the learning ethos in the classroom and never interfere, under any circumstances, with another students learning.**

This means:

- All students must try their best at all practical, written or oral work, in all lessons.
- Students must avoid causing any disruption. There must never be any interruption of students' work by teasing or nastiness in any lesson.
- Lessons should be seen as an opportunity for improvement, and therefore, full, positive participation of all students is important. Students should never act in a silly, aggressive or un-cooperative manner.

## Teaching Code

Inspire student interest

Plan and teach to all abilities

Ensure high expectations and a brisk pace

Plan lessons based on every student's prior attainment

Develop independent learners

Ask probing questions

Regularly assess and provide precise targets for improvement using

*Dedicated Improvement and Reflection Time (DIRT)*

Secure student response to targets through regular dialogue

Teach concepts, skills and understanding supported by British Values,  
Literacy and Numeracy

Make clear learning goals and the bigger picture

## Learning Code

*Believe: Achieve: Succeed*

Have the **courage** to work hard.

Have a **can-do attitude** and get involved.

Take **pride** in your learning and present your work well.

Use feedback to **improve**.

Be **reliable**, bring the right equipment, attend regularly and be punctual.

Show **respect** and **kindness** by helping others.

## Levels of Consequence for Misbehaviour

The repeated poor behaviour of students will result in the following consequences. This framework creates opportunities for students to take responsibility for their actions and show improvement.

- C1** Verbal Warning – Any behaviour that requires a verbal warning.
- C2** Verbal Correction – Due to lateness, unacceptable uniform, jewellery, make-up, chewing, not bringing the correct equipment, constant talking that disrupts the lesson, constantly out of seat.
- C3** Subject or Pastoral 30 Minute Detention and contact with home - No homework, inadequate work, rudeness to peers, refusal to comply, damage of College equipment, mobile phone going off, smoking, other (more serious).
- C4** Subject or Pastoral 1 hour after-college Detention - Disobedience, rudeness to staff, racist/sexist remarks, truancy, physical aggression towards peers, other (more serious).
- C5** Potential for Internal Exclusion and/or Subject or Pastoral after-college Detention - Gross disobedience, bullying, fighting, assaulting another student, possession of an offensive weapon, possession of illicit substances, aggression towards a member of staff, swearing at a member of staff, other (more serious). Incidents of this kind may result in C6.
- C6** Fixed term exclusion – an accumulation of behaviours resulting in C6 could also lead to C7.
- C7** Permanent exclusion.

## Attendance

**Is Your Son or Daughter in College Today?** Every child or young person is entitled to an education. Parents and Carers who do not ensure their children receive an appropriate education put their whole future at risk. Being absent from College means a lost learning opportunity.

**The Law** All children of compulsory school age (between 5 and 17) are required to receive an education. As Parents/Carers you are responsible for ensuring your child receives an education. You risk criminal prosecution if your child fails to attend regularly, and punctually, at the College where s/he is registered. Prosecutions may result in fines of up to £2,500 and/or the possibility of a three months imprisonment. Courts may at their discretion impose a parenting order or direct the LA to apply for an Education Supervision Order which puts a child of compulsory school age, who is not being properly educated under Local Education Authority supervision. Remember children rely on adults for guidance, even teenagers and young adults!

**Good Habits** Regular attendance including punctuality helps your child become reliable and organised - two qualities valued by employers. All schools and colleges are responsible for keeping accurate records of attendance. College staff will contact you with any concerns they have regarding your child's attendance.

**Communication** If your child is absent you should contact the College the **morning of every day** of absence with the reason. The College will inform you if your child's absence or lateness causes concern and will work with you to find a way of improving your child's attendance. Late arrivals will be placed in a morning break detention.

**Authorised or Unauthorised Absences** Absences can only be authorised by the College. Legitimate reasons for absence, including the following, may be authorised:

- Sickness.
- Medical or dental appointments (Wherever possible these should be arranged outside of College hours).
- Days of religious observance.
- Exceptional family circumstances e.g. bereavement.

The following absences will not be authorised:

- Looking after the house, brothers and sisters or sick relatives.
- Shopping
- Birthdays
- Translating
- Family holidays during term time are not authorised. Since September 2012, term time holidays are not authorised by any Principal nationwide, reflecting a change in Government policy.

**The College's full Attendance Policy is available on the College website: [www.earlmortimer.org.uk](http://www.earlmortimer.org.uk)**

# College Uniform

## Boys

Bottle green blazer with College badge on the pocket from Clubsport

EMC black tailored trousers from Clubsport

Plain white shirt with collar buttoned to the neck

Plain black socks

Plain black, firm (preferably leather) shoes which offer adequate protection and support in practical lessons, not trainers or pumps.

## Girls

Bottle green blazer with College badge on the pocket from Clubsport

EMC black knee length skirt or black tailored trousers from Clubsport

Plain white shirt with collar buttoned to the neck

Plain black socks (or tights)

Plain black, firm (preferably leather) shoes which offer adequate protection and support in practical lessons. (Shoes must have heels of a sensible height and not be open toed, mules, trainers or pumps).

All students must also wear a College tie. These are available from the College or Clubsport and are of a clip-on style. Students may also wear a black knitted v-neck jumper in colder weather, (not cardigan).

**Optional** – EMC waterproof jacket available from Clubsport.

## Sportswear from Clubsport

### Boys

White house T-shirt

College Rugby shirt

Black shorts

Black tracksuit bottoms (optional)

Black football socks (3 white hoops)

White ankle socks

Trainers (not pumps)

Swimwear – Swimming trunks and towel

### Girls

White house T-shirt

Black shorts

Black tracksuit bottoms (optional)

Black football socks (3 white hoops)

White ankle socks

Trainers (not pumps)

Grey/Black sweatshirt (not hoody)

Swimwear – One piece costume and towel

**We expect our students to look smart and respectable and hope that all parents will support the College in our rules about appearance.**

The following items are not acceptable:

- Trainers (except for PE and sporting events).
- Jewellery such as multiple earrings or studs, multiple rings on fingers, any form of body piercing, other than a single stud or sleeper in each ear lobe. Studs and rings in the nose, eyebrow, tongue, upper ear or lips are most particularly not allowed under any circumstances.
- Outside coats with offensive or inappropriate logos or slogans.
- Make up and nail varnish.
- Extreme and high fashion hairstyles, e.g. non-natural colours or very short or extreme styles including 'tramlines'. Footballer style haircuts where it is overlong on the crown and extremely short at the sides all the way to the parting are not acceptable.
- Scarves, hats, caps or hooded tops.

# Rewards Policy

## Recognition

At Earl Mortimer College and Sixth Form Centre we believe everybody deserves recognition for going that extra mile, for making exceptional effort, for doing the right thing. Enter the new Rewards Policy: regular, systematic, and manageable.

## Exceptional

At Earl Mortimer College and Sixth Form Centre, the culture of rewarding progress and achievement prevails. Students earn recognition in a wide variety of ways, many of which extend way beyond the classroom. Achievement credits are recorded digitally, steadily accumulating day by day.

## Wide-ranging

Research shows that students want a variety of incentives, from desirable “must have” products such as mp3 players and gadgets, to life’s little essentials from EMC branded pens to book vouchers. Keep checking the Prize Cabinet to see what must-have prizes are available this week. When it’s gone it’s gone!

## Achievement

Your Tutor will be able to give you regular updates as to how many credits you have achieved. Prizes are proudly funded from a variety of sources including the PTFA and local businesses.

## Rewarding

Teachers seek every opportunity to praise their students. Students rise to the academic and spiritual challenges they face during everyday College life. The new Rewards Policy allows this goodwill to be turned into items which students will use to add to their successes.

## Desirable

The new system promises to deliver meaningful and motivational rewards, moving beyond the traditional one-size-fits-all antiquated book voucher to a new range of desirable products and items.

## Save

To save and accumulate credits for an extended period of time lets students truly value the items they finally claim from the Prize Cabinet. At EMC, we value this essential attitude.

## Selection of Prizes

The Prize Cabinet will have an ever-changing selection of prizes on show. Each prize will have a sticker stating how many credits are required. Sometimes there might only be one or two of each prize, so be sure to cash in your credits against the item you would like before anybody else does.

Some prizes may be exchanged for a small number of credits. Others you will have to save up for. It's up to you how often you cash-in your credits! Points will be carried over from year to year, allowing you to keep on saving for a long-term goal, right into the Sixth Form.

Keep checking the Prize Cabinet to see what must-have prizes are available this week.

Credits will be awarded for the following:

### Attendance Awards

100% Attendance Award Whole Year	100% Weekly Attendance Award
100% Attendance Award Autumn Term	100% Punctuality Award All Week Attendance On Target Award
100% Attendance Award Spring Term	Volunteering Award
100% Attendance Award Summer Term	Student of the Fortnight Award
Attendance Improved Award	

### Curricular Awards

English Award  
Maths Award  
Science Award  
Drama Award  
ICT Award  
Sports Award  
DT Award  
Art Award  
Music Award  
Geography Award  
History Award  
REP Award  
Language Award  
General Studies Award  
PSHE and Citizenship Award  
Progress Award (for each subject half-termly)

### Regular Awards *(These are "everyday" awards)*

Group Work Award  
Extra-Curricular Award  
Good Effort Award  
Good Homework Award

## Literacy Policy Summary

All teachers are teachers of literacy. As such, the teachers of Earl Mortimer College are committed to developing literacy skills in all of our students, in the belief that it will support their learning and raise standards across the curriculum, because:

- students need vocabulary, expression and organisational control to cope with the cognitive demands of subjects;
- reading helps us to learn from sources beyond our immediate experience;
- writing helps us to sustain and order thought;
- language helps us to reflect, revise and evaluate the things we do, and on the things others have said, written or done;
- responding to higher order questions encourages the development of thinking skills and enquiry;
- improving literacy and learning can have an impact on students' self-esteem, on motivation and behaviour. It allows them to learn independently. It is empowering.

### Roles and Responsibilities

**Teachers across the curriculum:** contribute to students' development of language, since speaking, listening, writing and reading are, to varying degrees, integral in all lessons;

**Literacy co-ordinator:** supports departments in the implementation of strategies and encourages departments to learn from each other's practice by sharing ideas.

**English Faculty:** provide students with knowledge, skills and understanding they need to read, write and speak and listen effectively;

**Parents:** encourage their children to use the range of strategies they have learnt to improve their levels of literacy;

**Students:** take increasing responsibility for recognising their own literacy needs and making improvements.

### **Across the College we will follow the 5 Key Principles of Literacy at EMC;**

1. All students and teachers will speak in complete sentences in lessons.
2. All teachers will use consistent assessment methods and ensure students use feedback to make progress.
3. Everyone Reads In College: all students to have a reading book.
4. Teachers will model writing with their students.
5. Students will be taught to develop an idea into a well-developed paragraph.

### **Speaking and Listening**

We will teach students to use language precisely and coherently. They should be able to listen to others, and to respond and build on their ideas and views constructively.

We will develop strategies to teach students how to participate orally in groups and in the whole class, including: using talk to develop and clarify ideas; identifying the main points to arise from a discussion; listening for a specific purpose; discussion and evaluation.

### **Reading**

We aim to give students a level of literacy that will enable them to cope with the increasing demands of subjects in terms of specific skills, knowledge and understanding. This applies particularly in the area of reading (including from the screen), as texts become more demanding.

We will build on and share existing good practice. We will teach students strategies to help them to: read with greater understanding; locate and use information; follow a process or argument; summarise; synthesise and adapt what they learn from their reading.

### **Writing**

It is important that we provide for co-ordination across faculties to recognise and reinforce students' language skills, through:

- Making connections between students' reading and writing, so that students have clear models for their writing;
- Using the modelling process to make explicit to students *how* to write;
- Being clear about audience and purpose;
- Providing opportunities for a range of writing including sustained writing.

## **Numeracy Policy Summary**

### **Aim/mission statement**

Earl Mortimer College and Sixth Form Centre is committed to raising the standards of numeracy of all of its students; we want our students to be confident and capable in the use of numeracy to support their learning in all areas of the curriculum and to acquire the skills necessary to help achieve success in further education, employment and adult life.

### **A numerate student is able to:**

- have a sense of the size of a number and where it fits into the number system;
- recall mathematical facts confidently;
- calculate accurately and efficiently, both mentally and with pencil and paper, drawing on a range of calculation strategies;
- use proportional reasoning to simplify and solve problems;
- use calculators and other ICT resources appropriately and effectively to solve mathematical problems, and select from the display the number of figures appropriate to the context of a calculation;
- use simple formulae and substitute numbers in them;
- measure and estimate measurements, choosing suitable units, and reading numbers correctly from a range of meters, dials and scales;
- calculate simple perimeters, areas and volumes, recognising the degree of accuracy that can be achieved;
- understand and use measures of time and speed, and rates such as £ per hour or miles per litre;
- draw plane figures to given specifications and appreciate the concept of scale in geometrical drawings and maps;
- understand the difference between the mean, median and mode and the purpose for which each is used;
- collect data, discrete and continuous, and draw, interpret and predict from graphs, diagrams, charts and tables;
- have some understanding of the measurement of probability and risk;
- explain methods and justify reasoning and conclusions, using correct mathematical terms;
- judge the reasonableness of solutions and check them when necessary;
- give results to a degree of accuracy appropriate to the context.

## **The Role of Parents**

The parents' role in the numeracy development of their children is crucial and to be encouraged.

To do this effectively, parents should:

- become informed about the nature of mathematics and numeracy and make their children aware when they as parents are faced with mathematical demands in their everyday lives, and display a positive attitude when they face these demands
- Ask their children to explain their mathematical thinking when doing maths homework or performing everyday mathematical tasks

## **Teaching and learning**

The Strategy promotes teaching that is:

- informed by clear, challenging and progressive objectives;
- direct and explicit;
- highly interactive;
- inspiring and motivating;
- varied in style and distinguished by a fast pace and strong focus;
- well-pitched to students' needs;
- inclusive and ambitious.

The Strategy promotes learning that is:

- active and highly-motivated;
- purposeful;
- creative and imaginative;
- reflective;
- secured in use and meaningful in context;
- increasingly independent;
- harnessed to personal or group targets.

## **Problem Solving**

- Problem solving is a generic skill which is applicable in mathematics and across the curriculum.

## **Calculators**

- As part of the Maths Faculty policy, all students are expected to bring a calculator to every maths lesson. As most students have maths most days, it may be assumed that all students will have their own calculator. Students who are Pupil Premium have access to College scientific calculators within the maths department at Key Stage 4. Calculators are available to purchase from College at £5.

## **Anti-Bullying Policy**

Bullying can be defined as repeated intimidation of a person, which is carried out by a more powerful person or group, in order to cause physical or emotional hurt.

A person is being bullied when someone else or group of others, sets out to make him or her unhappy.

Bullying can take many forms: it can be physical, verbal or emotional. When someone is repeatedly hit, kicked, threatened, humiliated, excluded, called names, taunted or when their possessions are interfered with, he or she is being bullied.

Bullying is always wrong, because of the hurt and distress it causes.

Our community does not accept or tolerate bullying; we will do all we can to prevent it from happening and to deal with it when it does happen recognising that the person being bullied, and the bully, need help.

### **Strategies for Dealing with Bullying**

Because bullying can only continue if there is a conspiracy to keep it a secret, ALWAYS tell someone in authority if you are being bullied, or if you see bullying going on. We will listen to you and what you say will be taken seriously:

#### **What will happen is this:**

- The person being bullied will be encouraged to talk about it with someone in authority whom he/she has chosen.
- With his/her agreement, those responsible will be interviewed. Written statements from both the victim and the bully may be asked for.
- A meeting between those involved may be arranged, to make sure that the matter is brought into the open and that the bully knows how the victim feels.
- Counselling of bully/bullies will take place to recognise the unacceptable and antisocial nature of their behaviour and strategies to change it. Involvement and support of Parents/Carers is expected in order to resolve the situation.
- The victim will be counselled to help develop skills to combat the situation.
- Persistent incidents of bullying will be subject to the full disciplinary powers of the College.
- Incidents of bullying will be recorded on file for a given period after which they will be reviewed.
- The situation will be followed up as it seems necessary, to see how it improves.

### **Conclusion**

We do not see bullying as an inevitable part of College life. No one should have to suffer bullying. It is up to all of us to take action when bullying happens, to us or to others.

# Safeguarding at EMC

We are committed to Safeguarding and Promoting the Welfare of all of our students and this is the responsibility of all college staff, governors and volunteers. Students who are safe and secure are more likely to reach their academic and personal potential.

Earl Mortimer College and Sixth Form Centre will therefore:

- Establish and maintain an environment where students feel secure and are encouraged to talk and are listened to.
- Ensure that staff are able to identify welfare concerns and take appropriate action to address their concerns.
- Ensure children know that there are adults in the college whom they can approach if they are worried.
- Include opportunities in the Skills 4 Life curriculum for students to develop the skills they need to recognise and stay safe from harm, radicalisation and threats to personal wellbeing.

We will always take a considered and sensitive approach in order that we can support all of our students and their families.

## Personal Electronic Devices Policy

### Aim:

As a College we recognise the benefits and drawbacks associated with the use of mobile phones and other electronic devices. Our main aim therefore is to promote a responsible and balanced approach to the use of mobile phones and other devices, where students accept the need to follow a practical policy associated with their use.

- We expect students to follow the policy set out below
- Students are fully responsible for their own property and should avoid bringing expensive electronic devices to college

The use of mobile phones is of particular importance with the advent of increasingly sophisticated technology that allows the capture and distribution of images. Mobile phones present a number of problems, including:

- (i) The potential loss of a valuable item through theft
- (ii) Unwelcome peer pressure associated with the ownership of phones offering the latest technology
- (iii) The use of phones to carry out or support bullying
- (iv) The potential use of mobiles phones in classrooms and the associated disruption to teaching and learning
- (v) The use of integrated camera technology in relation to potential child protection or data protection issues
- (vi) The contacting of a parent by a student involved in a discipline related issue prior to the College having the opportunity to respond to, or fully investigate the matter.

The College recognises that there are many positive factors relating to the use of mobile phones and other personal electronic devices by students. For example, mobile phones can increase student safety on the journey to and from College by facilitating closer contact with parents/carers. They also allow students to make late contact with parents to inform them of after College activities on those occasions when students may not have informed their parents beforehand.

Although we acknowledge the benefits of mobile phones to students we do not promote or encourage students to bring mobile phones to College. Additionally, we cannot be held responsible for any loss or damage to mobile phones or any

other health and safety issue relating to their use. We will not invest time or resources in investigating loss or damage to mobile phones.

- The College will **not** allow students to use mobile phones in College.
- Hence students are not allowed to make calls using their phones, check or send text messages, or produce a video or photo recording of any kind in College.
- If a student brings a mobile phone to College it must be kept out of sight and switched off at all times.
- If a student needs to make an urgent phone call during the College day this can be arranged through staff at the reception desk.
- Additionally, students are **never** allowed to take a mobile phone into an examination room.
- Sixth Form students are permitted to use mobile phones to make calls or send text messages in their Common Room only and this must always be done in a respectful manner which does not interfere with the life of the College.

### **Other forms of personal electronic devices**

- The College will not allow iPod's, iPads, iWatches, tablets, PSPs , PDAs or similar to be brought in to College.

### **Consequences of not adhering to our policy**

Students who use mobile phones in College will be subject to the general support mechanisms and disciplinary steps outlined in both the Behaviour Policy and the Anti – Bullying Policy.

Additionally, any student who fails to comply with the policy on personal electronic devices will have the device removed and kept until at least the end of the day. Parents/Carers may be called to collect the device in person.

### **Monitoring and Evaluation**

The policy will be promoted and implemented throughout the College. The College will review this policy at appropriate stages if it is judged that changes in technology or the inappropriate use of personal electronic devices by students merit additional modifications.