

Personal Details

This planner belongs to

Tutor Group House

Tutor's Name Tutor Room

Pastoral Leader

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

Website 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 2017-2018

Autumn Term

Term Starts	Wednesday 6th September 2017
Half Term	23 rd – 27 th October
Term Ends	Friday 15th December 2017

Spring Term

Term Starts	Wednesday 3 rd January 2018
Half Term	19 th – 23 rd February 2018
Term Ends	Thursday 29 th March 2018

Summer Term

Term Starts	Monday 16th April 2018
Bank Holiday	Monday 7 th May 2018
Half Term	28 th May – 1 st June 2018
Term Ends	Friday 20th July 2018

*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:

- 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.

Pastoral Leader Date

As a parent/carer I will:

- 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.
- Read and understand and agree to comply with the College's Policy on Parental Use of Social Networking/Internet site, which can be found on the EMC Website.

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					
Homework					

My Subject and Homework Timetable – Week B

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

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			

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.
- Electronic methods of payment (via ParentMail) are available to pay for trips, visits and school lunches. Therefore you do not need to bring large quantities of cash to College.
- 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, water bottles may be refilled at social times only. 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 (nicotine or non-nicotine), 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).
- 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 or ear stretchers 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, "dipped" hair, 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/carer should contact the College via the ParentMail App the **morning of every day** of absence with the reason.
- You must stay on the College site for the duration of the College day.
- 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 Pastoral Leader 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.

Social Time Rules

- You will move around the College sensibly and safely so as not to put yourself or others at risk.
- You will spend social times in the appropriate designated area for your Year Group.
- You will eat hot food at the dining tables in the Street area and will be responsible for clearing away all plates, trays and any litter that may be generated.
- You will treat others with respect as per the College Code of Conduct.
- You will listen to and follow the instructions of the supervisory staff and modify your behaviour should they request you to do so.
- You will move on promptly at the bell to return to lessons and tutor time.

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

Teaching Code

Inspire student interest.

Plan and deliver lessons based on students' prior attainment.

Ensure high expectations and a brisk pace.

Make learning goals clear to see the bigger picture.

Teach concepts, skills and understanding.

Ask probing questions.

Develop independent learners.

Use the Behaviour Code to secure positive behaviour.

Regularly assess and provide clear targets.

Use dialogue and DIRT time to secure student progress and response to targets.

Set and mark homework regularly.

Learning Code

Believe: Achieve: Succeed

Have the **courage** to take risks.

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

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

Use feedback to make **progress**.

Be **organised**, bring the right equipment and complete homework.

Show **reliability** by attending regularly and being punctual to lessons.

Show **respect** for others by doing as asked when requested.

Accept **responsibility** for your words, actions and learning.

The 5 Key Principles of Literacy at EMC

All students and all teaching staff members speak in complete sentences in lessons.

All teaching staff will use consistent assessment methods, providing the opportunity for students to respond to written feedback.

ERIC (Everyone Reads in College) and every student to have a reading book in his/ her school bag.

All teaching staff will model writing with students, using consistent terminology and structures.

Students will be able to develop an idea into a well-developed paragraph.

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 via the ParentMail App 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. Despite recent challenges in the courts surrounding this the legislation stands that term time holidays will not be authorised.

The College's full Attendance Policy is available on the College website: www.earlmortimer.org.uk

College Uniform

Boys

- Bottle green blazer with College badge on the pocket from Clubsport
- EMC black tailored trousers from Clubsport – **not skinny trousers or jeans**
- 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 skirt or black tailored trousers from Clubsport – **not a tube or short skirt and not leggings/jeggings or jeans**
- 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 plain 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)
- EMC Hoody

Girls

- White house T-shirt
- Black shorts
- Black tracksuit bottoms (optional)
- Black football socks (3 white hoops)
- White ankle socks
- Trainers (not pumps)
- EMC Hoody

Students may have the opportunity to swim in Year 7 and will need appropriate swimwear & a 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 silver or gold single stud or sleeper in each ear lobe. Studs and rings in the nose, eyebrow, tongue, upper ear or lips or ear stretchers 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' or "dipped" hair. 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
S4L 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.

The Prevent Bullying Now campaign (PBN) is managed by Mrs Gummer and a group of student representatives from each year group. The message is clear, Earl Mortimer College has a zero tolerance approach to bullying. There are three ways to contact the PBN team:

1. Contact can be made with any teacher and the information is passed on.
2. Students and parents can contact the PBN team via pbn@emc.hereford.sch.uk
3. Students can approach Mrs Gummer or any member of the PBN team who can be recognised by their red PBN badge.

Once students approach the PBN the matter is dealt with swiftly and effectively.

Incidents are recorded, mediation takes place, and the situation is monitored to prevent further issues. If required a PBN mentor will also be issued to your child to meet with weekly and offer support, guidance and a friendly face.

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 otherwise severe sanctions will be imposed.
- 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

Any student who fails to comply with the policy on personal electronic devices will initially 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. Further sanctions may be imposed depending on the context of use. (eg the use of the mobile phone to carry out or support bullying via social media). In these instances students will be subject to the disciplinary steps outlined in both the Behaviour Policy and the Anti – Bullying Policy.

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.