



Exmouth Community College  
Academy Trust

# Key Stage 3 Welcome & Priorities

*'Map it, Master it, Move it'*



Exmouth  
Community  
College  
Academy Trust

## Our six core values



We will always show **INTEGRITY** and operate in the best interests of the College. Our decisions are based on evidence, honesty and courage.



We all strive continuously to use our imagination and be curious about the world around us. We celebrate diversity and the **POWER OF EDUCATION** and learning.



We recognise that achieving our best is difficult and requires hard work, determination and commitment. We value and aspire to be **RESILIENT INDIVIDUALS** who identify solutions and opportunities, seeing problems as challenges to resolve.



We look beyond current expectations and are open to new ideas, feedback and best practice. We are outward facing, open and optimistic, **EMBRACE CHALLENGE**, persist in the face of setbacks and see effort as the path to mastery.



**CREATIVITY** and innovation are the hallmarks of active participants and good learners and are the key skills required for any successful organisation. We consistently look forward and find opportunities for ourselves and students to explore.



We are proud of our College. We do many things exceptionally well. As **REFLECTIVE LEARNERS** we find opportunities for feedback, listen to it and act where necessary to improve our performance. Fearless and dedicated we never give in or give up and, where we see others struggle, we reach out and give them support, strength and encouragement to be the best they can be.

*Learn • Progress • Grow*



Dear Parent / Carer and Students,

I am delighted to introduce myself and welcome you back to the new academic year. Whilst this will be a year where circumstances have dictated change as detailed in recent communications, there will also be a much needed stability and a welcomed return to full time education for our students.

Whilst we recognise that returning to full time education will feel like a significant step for many students, we equally believe that as you receive key information, as students get back into their routines, alongside receiving a big welcome from their staff, their confidence will return and we hope that they will enjoy being back with us.

The Senior Leadership Team and Staff have dedicated their energies into preparing for the students return, as safely as you would expect in view of 'Covid', ensuring that we are fully prepared for supporting students and facilitating their re-engagement in their learning.

With access and a return to their full curriculum, with specialist teaching across all subjects / qualifications, we look forward to seeing the students continue to make progress, achieve well and meet with success.

The following information will provide an overview of our intention and focus for the students in Years 7, 8 and 9. We will establish routines, make clear responsibilities and will set the high expectations needed to enable students to 'Map where their learning is at, Master new learning and Move forward with new content in the next sequence of learning'.

With very best wishes,

Lisa Malton  
Assistant Principal Key Stage 3



# Key Stage 3 Priorities

- 1. Our College Expectations, Routines and Responsibilities*
- 2. Resuming your Learning and Reconnecting with your College Community*
- 3. Your Progress, Attainment and Achievement within and beyond the curriculum*

***'Map it, Master it, Move it'***



# Our College Expectations, Routines and Responsibilities

*Every student must;*

- *Feel safe and confident in their college environment, understanding the new routines and meeting all expectations, all of the time*

Enabling students to have the

***courage***

to face new challenges

- *Take personal responsibility for their welfare and for the welfare of others, working cooperatively and collaboratively, behaving in an exemplary way, at all times*







# Resuming your Learning and Reconnecting with your College Community

*Every student must;*

- *Be punctual and attend well, making every minute matter and not missing out on a moments learning*

Providing opportunities for  
students to experience the

*joy*

of learning

- *Be their best self – enjoying their education, giving 100% effort, choosing the right attitude, having self belief and having the highest aspiration for themselves*





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## *Your Progress, Attainment and Achievement within and beyond the curriculum*

*Every student must;*

- *Engage fully in their studies, showing determination, developing the most effective study habits, taking ownership of their progress, attainment and wider achievement*

Inspiring individuals to  
*achieve more*  
than they ever thought possible

- *Be reflective and resilient learners who are aware of their own learning journey to help them secure the qualifications necessary for future Post 16 Education, Employment or Training*





## ***'Map it, Master it, Move it'***

### **Learning**

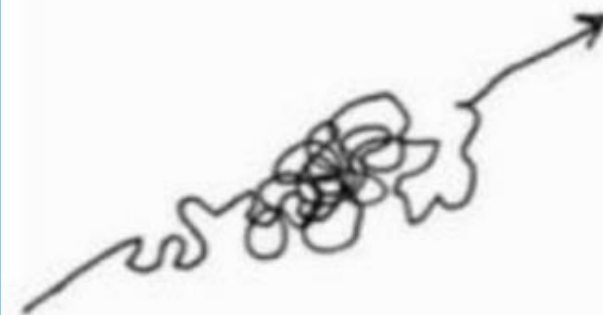


what people think  
it looks like

People often think that a students learning is linear, a straight forward journey from A to B.

Like life, this is rarely the case and therefore ECC Staff will continue to plan, prepare and support all students to access their learning, contending with circumstances as they arise for the College, a Year Group or on an individual basis.

### **Learning**



what it really  
looks like



# Thursday 3<sup>rd</sup> September Year Group Start Times and Meeting Points

Key Stage 3 students arriving by bus, should go to Hall 1 on Green Close where they will be supervised.

- Year 7 to arrive at 8.30 and go to the Tennis Courts on Green Close via Gate 1
- Year 8 to arrive at 9.00 and go to the Basketball Courts on Green Close via Gate 3
- Year 9 to arrive at 9.30 and go to Car Park 1 (behind the Dance studio) on Green Close via Gate 2

Key Stage 4 students arriving by bus should go to Hall 4 on the Gipsy Lane site.

- Year 10 to arrive at 9.00 and go to Car Park 4 via Gate 4 on Gipsy Lane
- Year 11 to arrive at 9.30 and go to the car park outside Reach on Gipsy Lane via the Main Gate

**Meeting Point Areas will be the Break and Lunch spaces for the relevant Year Group**








# What is the same?


- *Vision and Values of ECC.*
- *Specialist Staff delivering high quality teaching and learning.*
- *High expectations of students and their behaviour choices.*
- *High expectations for uniform, attendance and equipment.*
- *Fire alarms and lockdown procedures.*
- *Positive Praise and recognition of success.*


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*Learn • Progress • Grow*




# What is different?

- *Some new Staff.*
- *One-way systems.*
- *Meeting & Collection points before registration and lessons.*
- *Expected regular hand washing and hand sanitising.*
- *Staggered start and end to the day / on different days.*
- *Staggered break (30 mins) and lunchtimes (30 mins) / in Year Group areas only.*
- *Canteen available only during lunchtime, not break time.*




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# Expectations for Behaviour

For the safety of everyone, students must comply with the rules in place such as washing hands, following seating plans and staying with their year group at social time in their collection / meeting points.

**At the start of a lesson, go to your collection/ meeting point.** Your teacher will pick you up from there. You must sanitise your hands upon entry to the classroom. If you have been wearing a mask you must put it in a sealed plastic bag.

**At the end of the lesson your teacher will dismiss you into the one way system.** You must go to your collection / meeting point (see maps on following slides for each site). If putting on a mask, sanitise your hands beforehand.

**At break and lunchtime you must be on your Key Stage site, in your collection point and you can visit the canteen in your lunch session only.**

**Students can bring snacks / food in for their break session if required.**



## **Face coverings**

In some smaller rooms and where desks are fixed or too close to each other students will be asked to wear a sanitised face visor to protect themselves and others.

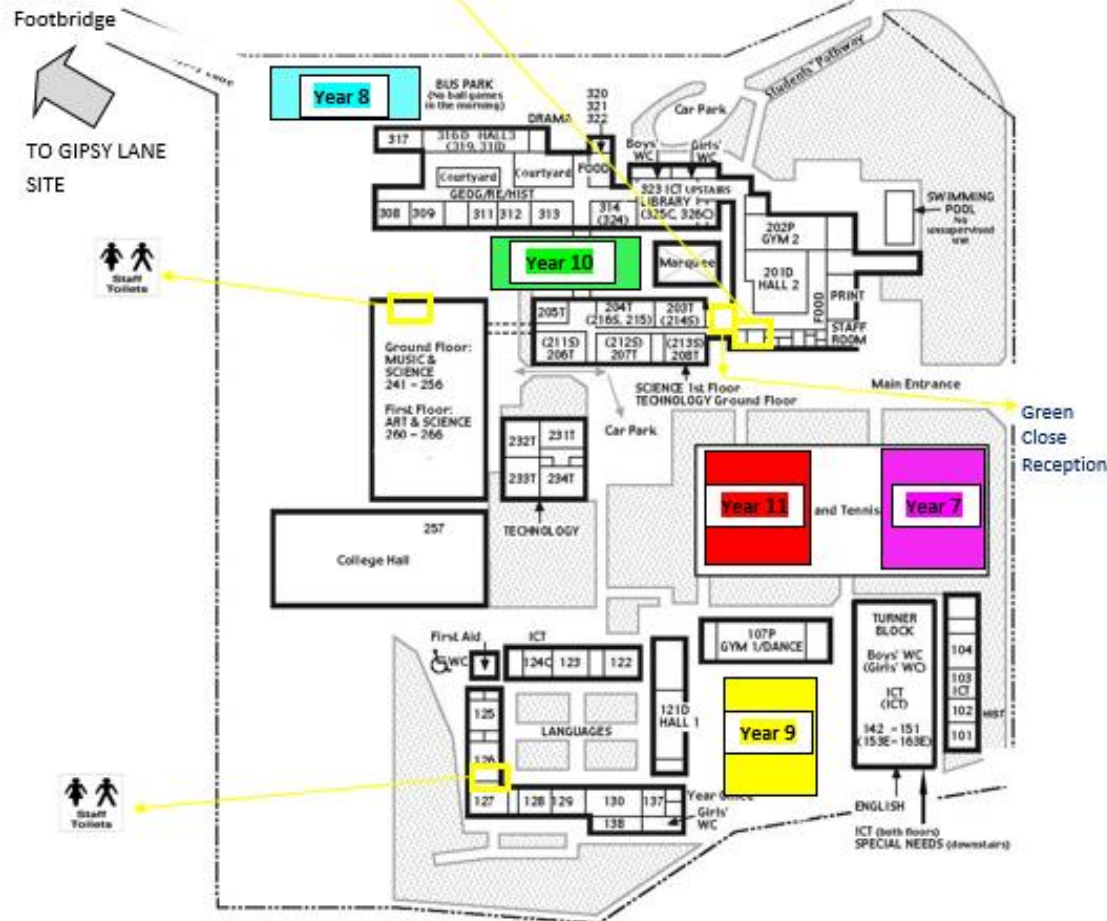
Students may wear their own face covering (remembering to sanitise hands before and after use).







## GREEN CLOSE CLASSROOMS



The diagram is a detailed floor plan of the Telfer Centre, showing various rooms and their locations. The plan is divided into several sections, each color-coded and labeled with a year level:

- Year 10 (Green):** Located in the upper left section, including rooms 401, 402, 403, 404, 405, 406, 407, and 408. It also includes the Key Stage 4 Office, Kitchen 4, The Engine Room, and Science rooms (4115, 4125, 4135).
- Year 11 (Red):** Located in the lower left section, including the Main Entrance, Study Centre, Career Centre, and Business & PE rooms (504K, 504L, 504M, 504N).
- Year 9 (Yellow):** Located in the middle left section, including the Post-16 Telfer Centre (802-804), Nursery, and Technology rooms (641T, 641B, 641C).
- Year 8 (Blue):** Located in the middle right section, including the Gym, Sports Hall, and Fitness Suite.
- Year 7 (Pink):** Located in the lower right section, including the Reception, Arrival, and Telfer Centre.
- Year 6 (Grey):** Located in the bottom right section, including the Telfer Centre and the Telfer Centre.

Other labeled areas include the Main Entrance, Reception, Study Centre, Career Centre, Business & PE, Gym, Sports Hall, Fitness Suite, and Telfer Centre. The plan also shows the location of the Telfer Centre relative to the main building and the surrounding area, including the Gipsy Lane and the Telfer Centre.



# Monday and Tuesday Timings

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
8.20 --> 8.45		Registration 8.20			Registration 8.20	
	Registration 8.30	Collection point for period 1 8.35	Directly to	Registration 8.30	Collection point for period 1 8.35	Directly to p1
	Collection point for period 1 8.40		Collection point for period 1 8.35	Collection point for period 1 8.40		classrooms
8.45 --> 9.45	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
9.50 --> 10.20	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
10.20 --> 10.50	Period 2	Period 2	Break	Break	Period 2	Period 2
10.50 --> 11.20	Break	Break	Period 2	Period 2	Break	Break
11.20 --> 12.20	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12.25 --> 12.55	Period 4	Period 4	Lunch (Canteen)	Lunch (Canteen)	Period 4	Period 4
12.55 --> 1.25	Period 4	Lunch (Canteen)	Period 4	Period 4	Period 4	Period 4
1.25 --> 1.55	Lunch (Canteen)	Period 4	Period 4	Period 4	Lunch (Canteen)	Lunch
1.55 --> various	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5

**End of Period 5 / Departure Times: Year 7 – 3:00pm / Year 8 – 3:05 / Year 9 – 3.10**



# Wednesday Timings

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
8.20 --> 9.10		Registration 8.20			Registration 8.20	
	Registration 8.30	Lesson 42	Registration 8.30	Registration 8.30	Lesson 42	Lesson 42
	Lesson 42		Lesson 42	Lesson 42		
9.10 --> 9.15	Collection point for period 1 at 9.10	Collection point for period 1 at 9.05	Collection point for period 1 at 9.10	Collection point for period 1 at 9.10	Collection point for period 1 at 9.05	
9.15 --> 10.05	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
10.10 --> 10.40	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
10.40 --> 11.10	Period 2	Period 2	Break	Break	Period 2	Period 2
11.10 --> 11.40	Break	Break	Period 2	Period 2	Break	Break
11.40 --> 12.30	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12.35 --> 1.05	Period 4	Period 4	Lunch (Canteen)	Lunch (Canteen)	Period 4	Period 4
1.05 --> 1.35	Period 4	Lunch (Canteen)	Period 4	Period 4	Period 4	Period 4
1.35 --> 2.05	Lunch (Canteen)	Period 4	Period 4	Period 4	Lunch (Canteen)	Lunch
2.05 --> various	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5

**End of Period 5 / Departure Times: Year 7 – 3:00pm / Year 8 – 3:05 / Year 9 – 3.10**



# Thursday and Friday Timings

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
8.20 --> 8.45			Registration 8.20		Registration 8.20	
	Registration 8.30	Directly to	Collection point for period 1 8.35	Registration 8.30	Collection point for period 1 8.35	Directly to p1
	Collection point for period 1 8.40	Collection point for period 1 8.35		Collection point for period 1 8.40		classrooms
8.45 --> 9.45	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
9.50 --> 10.20	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
10.20 --> 10.50	Period 2	Period 2	Break	Break	Period 2	Period 2
10.50 --> 11.20	Break	Break	Period 2	Period 2	Break	Break
11.20 --> 12.20	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12.25 --> 12.55	Period 4	Period 4	Lunch (Canteen)	Lunch (Canteen)	Period 4	Period 4
12.55 --> 1.25	Period 4	Lunch (Canteen)	Period 4	Period 4	Period 4	Period 4
1.25 --> 1.55	Lunch (Canteen)	Period 4	Period 4	Period 4	Lunch (Canteen)	Lunch
1.55 --> various	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5

**End of Period 5 / Departure Times: Year 7 – 3:00pm / Year 8 – 3:05 / Year 9 – 3.10**





# Departure Times and Exits

## 5. Departure times

Year 7: 3.00pm

Year 8: 3.05pm

Year 9: 3.10pm

Year 10: 3.20pm

Year 11: 3.30pm

**For all students on school transport they will arrive and leave at normal school times.**

## 6. Exits

Turner block (English/History) and Dance: Gate 1

Languages quad/Hitchens: Phear Park Gate

Technology/Science/Drama (Hall 2): Gate 2

Humanities/Drama: Gate 3

New Maths: Tennis Centre Gate

Telfer/HSC/Tech/Media: Nursery Gate

ICT/Maths/Business/Science: Main Gate

Maths Quad rooms: Gate 4



## COVID-19 routines

There will be some new routines and expectations from September. It is important that we all follow these so that we keep ourselves and others safe.

- Try not to arrive at school too early. Walk or cycle to school if you can.
- Please come straight onto the site and do not block the pavements.
- When you arrive at school you must enter through the gate given to your year group.
- You will go to the gathering area for your year group, at the start of the day and between lessons. There are gathering points for each year group on both sites.
- You will need to wash or sanitise your hands at the start of the day, before you enter any buildings. You are allowed to bring your own sanitiser but you must not share it with anyone else.
- A teacher will always come and collect you and take you into your next class.
- You must sanitise your hands before you enter a new classroom or building.

- Make sure you bring everything you need and do not share pens etc with anyone else.
- At break and lunch time you must return to your site.
- When moving around the site, please keep at least 1m apart. Do not stop and meet up with friends.
- You may be let out of lessons slightly early, or kept back for a few minutes at the end of the day - this is to reduce the number of students who will be moving around or crossing the bridge.
- If you sneeze or cough we follow the 'Catch it, bin it, kill it' procedure. You must put any tissues in a lidded bin and then sanitise your hands. There are sanitisers in every classroom.
- Leave the site promptly at the end of the day. Your teacher will take you to the gate you must use. Do not walk across the site to get to a different gate.

### Alarms

**The Alert Alarm:** warns of an incident on site, do not leave the classroom

**The Evacuation Alarm:** leave the building by nearest exit. A loud emergency sounder followed by an announcement except in the Grange.

### In Case of Fire

**IF YOU FIND A FIRE**

- **YOU MUST INFORM AN ADULT IMMEDIATELY**
- **DO NOT GO NEAR THE FIRE**

### If the fire alarm sounds

**(A LOUD EMERGENCY SOUNDER FOLLOWED BY AN ANNOUNCEMENT):**

1. **DO NOT PANIC**
2. Follow the instructions of your teacher, the Fire Marshalls and staff
3. Move in an orderly fashion
4. Stay in the group you were in when the alarm sounded
5. Leave the building **AT ONCE** and do not return until a marshall tells you to do so
6. Assemble at assembly point (as shown in every room)

### If in class

As above but leave everything behind except your coat and follow your teacher's instructions carefully.

## Absence

### Absence and sickness notes

These are required for all students and should be handed to Tutors on the day of returning to College even if the College has been notified by telephone during the course of the absence. When an Absence Note is not provided a text enquiry will be sent to your parent/carer.

Parents/Carers should, if at all possible, telephone the following numbers between 8.10 and 8.30am on the first day of illness:  
Key Stage 3: 01395 255635

Key Stage 4: 01395 255651

College: 01395 264761: listen to instructions and leave a message (Please leave a message if there is no answer)

### Absence taken during Term Time

Holidays, or any extended time off for anything other than illness, in term time are counted as absence from school. The Government's amendments to the 2006 Act make it clear that Headteachers (or their designated representative acting on their behalf) may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers (or their representatives) are required to determine the number of school days a child can be away from school if the leave is granted. You should contact the Year Head in the first instance.

### Unwell at College

It is vital that parents complete the data collection form sent from College at the start of the year so that we know who we should contact in case of emergency. You must tell your teacher or tutor that you are feeling unwell. Students who are genuinely unwell will be cared for by a College First-Aider. If you need to go home parents/carers will be asked to come into College to pick you up from the site: **NOT** a nearby location

Please Note: Academy Staff are **NOT** permitted to send children home if they are unwell unless the child is collected by a nominated / named adult. Medication should not be brought into College unless a signed medical form has been completed for the College. Parents/Carers of children with medical conditions will be asked to confirm details of their child's condition at least annually.

### Medical Appointments during College time.

You must have a note for any such appointment from your parent/carer. Your parent/carer must pick you up from the College site **NOT** a nearby location.

*Your parents are legally responsible to see that you attend school.*



# Attendance Matters!

*Research shows 14 days missed each year results in a grade less at GCSE.*



100%	0 days	0 lessons missed
99%	1 day	5 lessons missed
98%	3 days	15 lessons missed
97%	1 week	25 lessons missed
96%	1.5 weeks	25 lessons missed
94%	2 weeks	50 lessons missed

*Maximise your potential.  
Attend college every day.*



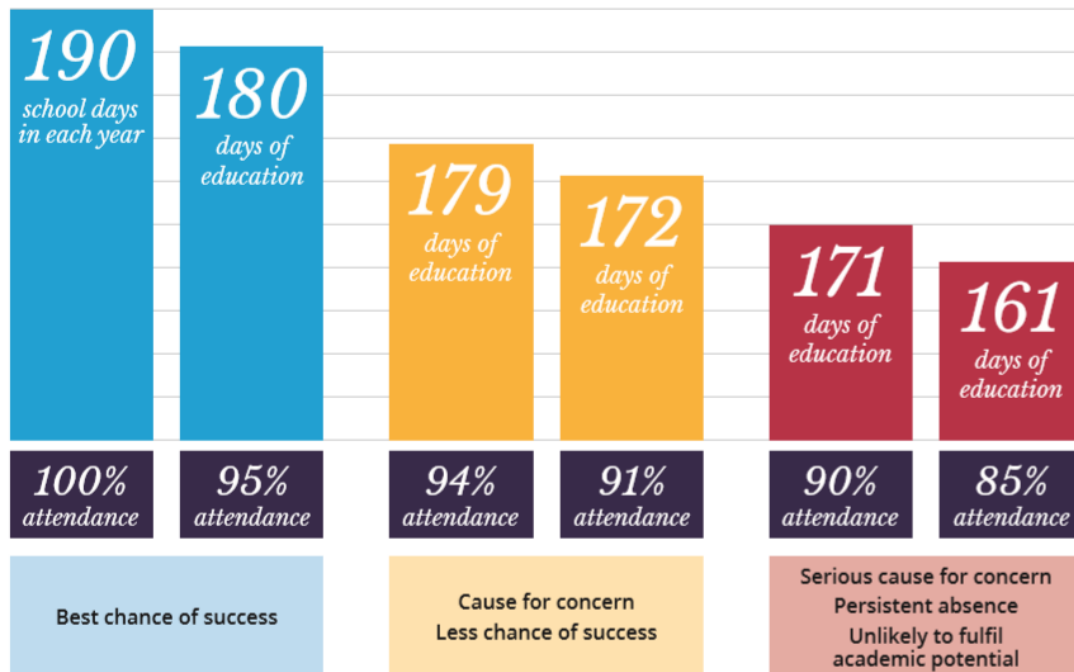
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# Good Attendance

Good Attendance means being in school at least **95%** of the time (between 180 & 190 days)

There are  
**190**  
School days  
per academic  
year

**175**  
non-school  
days per  
academic year  
for family time,  
visits, holiday  
and shopping



*Please refer to the Student Planner for additional key information.*



<https://nipinthebud.org/information-films/tips-for-returning-to-school/>

Above is a link to an 8 minute film recently developed by the Anna Freud Centre which aims to help parents and teachers support the young people returning to school in what will be a very different environment. General tips and school specific at 6 minutes.

There is a link on the site to a Fact Sheet with some good tips for reminding and upskilling us all in handling the conversations we may be having with the students.

***(This is for Staff and parents to watch, not to be shown to Students).***





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