



Exmouth  
Community  
College

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_ Tutor Room Number: \_\_\_\_\_

Tutor: \_\_\_\_\_

**Head of Year 7: Ms S Leslie**

**Assistant Head of Year: Mrs E Jordan**

# TRANSITION HANDBOOK



*Belonging    Ambition    Responsibility*



## Welcome to Exmouth Community College

Starting secondary school is an exciting step, and we understand you may be feeling a mix of emotions as you prepare to join us in Year 7. At ECC we pride ourselves on being a welcoming and supportive community where every student is known and valued, and we can't wait for you to join us.

We are committed to providing you with a really great Secondary school experience, with excellent facilities and a wide range of opportunities both inside and outside the classroom. Our aim is not only to support your academic success, but also to help you grow in confidence, develop your character, and feel ready for the opportunities ahead.

Although we are a large school, we work really hard to ensure every student feels part of our community. As well as being part of Year 7, you'll also be part of one of our six Houses, and you'll have lots of chances to represent your Houses in competitions and activities.

We look forward to welcoming you and helping you make a brilliant start to your journey with us.



**Mr Inman**  
Headteacher

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# Our Values

*To enable our students to flourish through our core values of Belonging, Ambition & Responsibility.*

## Belonging

### **BELONGING is about:**

- All students feel like they are **known** and **valued** in a school that they feel proud of.
- All students feel safe, accepted and **included**, within a community that develops their self-confidence and self-worth.
- Diversity, in all its forms, is being respected and embraced.
- All students are active **participants**, not just passengers, in their school experience.
- Everyone in our community (students, staff and families) has a voice and feels like they are part of our 'one team', pulling in the same direction.

## Ambition

### **AMBITION is about:**

- Students are prepared, curious and ready to engage in their school experience.
- Students are **aspirational**, having high expectations of themselves and for others.
- Students develop the **perseverance** to reach their potential and achieve long-term goals.
- Students developing broad horizons and putting themselves in a position to make informed decisions about their next steps.
- Students developing the character to face the challenges that life will throw at them.
- Students are well-equipped to lead their own lives and to lead others.

# Our Values

## Responsibility

At Exmouth Community College, **EVERY** individual has the right to....

- To **feel** and **be safe** (physically & emotionally)
- To **learn** (without disruption)
- To be respected and valued
- To be treated fairly and equally

We all have to take responsibility in ensuring we contribute positively to our school & wider community.

### RESPONSIBILITY is about:

- All students show kindness and respect to each other, school staff and the wider community.
- Students develop strong morals and act with integrity.
- Students understand their duty to others by making a contribution to their local, national and global communities.
- Students play their part in protecting our school and the wider environment.
- Students adopt greater independence as they step towards adult life.

#### RESPECT

Kindness  
Manners

#### EQUIPMENT

Everyday for  
Learning

#### UNIFORM

Worn Correctly  
with Pride

#### PUNCTUALITY

On time/every time  
Pace and purpose

#### CONDUCT

In class/ within the  
community  
Hands off

#### ELECTRONIC DEVICES

See it, hear it,  
lose it!

# Who will support Year 7?

There is always someone available to support students. The Year 7 team are based on the ground floor of the Elizabeth Lee Building on Green Close.

## Year 7 Team



**Ms S Leslie**  
Head of Year



**Mrs E Jordan**  
Assistant Head of Year



## Student Reception

**Ms Stortenbeker**  
Year 7 and Year 8  
Pastoral Team Leader



## SEND



**Miss Lee-Joy**  
Director of SEND



**Mrs Jones**  
SEND CO



**Ms Tigwell**  
KS3 SEND CO

# *Who will support Year 7?*

## *KS3 Lead*



**Ms Dorrian**

Director of KS3 and  
Pupil Movement

## *House System*



**Mrs Toomey**

Director of House Systems  
and Wider Engagement

## *Safeguarding*



**Ms Hunter**



**Mrs Coakley**



**Ms Morris**

## *First Aid*



**Mrs Luxton**

## *Chaplain*



**Ms Prideaux**

# School Expectations

## *Be Prepared*

- Arrive at lessons on time.
- Sit when you are asked
- Sit down straight away with the necessary equipment out ready to use
- Wear the correct uniform

## *Be Respectful*

- Listen quietly when the teacher is talking
- Allow others to learn, do not disrupt or distract
- Greet people politely
- Treat everyone and everything at the school with respect.

## *Be Engaged*

- Stay in your seat in lesson time.
- Phones and other electronic devices must be locked in Yondr pouches during the school day.
- Try as hard as you can.
- Attend school every day and be on time.

## *Be Kind*

- Listen when others are talking.
- Treat others how you would like to be treated
- Help and support others
- Say please and thank you.



**At Exmouth  
Community College,  
EVERY individual has  
the right to . . .**

To **feel** and **be safe**  
(physically and emotionally)  
to **learn** (without disruption)  
to be **respected** and **valued**  
to be **treated fairly** and **equally**

# Lesson Routines

WARM WELCOME    STRONG START    POSITIVE FINISH

## Be on time, every time

Before lesson starts, line-up quietly along the wall outside your classroom and wait for the teacher.

What Happens	Your Role
Warm welcome	Enter respectfully
Preparing to learn	Hang coat on back of your chair/place bag under table Place equipment/homework on table
Attendance register	Respond "Good morning Miss/Sir"
Ready to start	Silent, Track, Arms, Respectful, Thinking
Positive finish	Pack up quietly and responsibly

### S.T.A.R.T

**Every Minute Matters**

- Ready to S.T.A.R.T in 3, 2, 1
- S.T.A.R.T in 3, 2, 1

S
ILENT

- Not talking
- Listening in carefully

T
RACK

- Facing Forward
- Track the teacher or board

A
RMS

- Folded
- Or on the table
- Pens down

R
ESPECTFUL

- Listen to others
- Sitting up or standing straight

T
HINKING

- Always ready to answer

Belonging - Ambition - Responsibility

- In Science, Technology and Art you will need to hang your coat on the pegs provided and put your bag in a safe space (your teacher will tell you where).
- In Drama lessons you need to take off your shoes, jumper and tie. You can wear grippy socks if you want to.
- All lessons will include common language and follow similar patterns. This helps to reduce cognitive load and allows more focused time for learning.

# 09 Rewards and Recognition



Sapphire  
50 pts



Emerald  
100 pts



Ruby  
150 pts



Diamond  
200 pts



Bronze  
300 pts



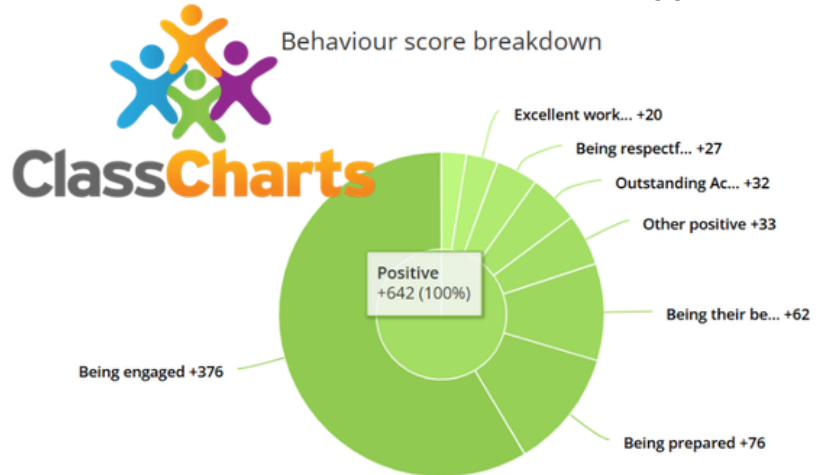
Silver  
400 pts



Gold  
500 pts



Students are awarded positive praise points in all areas of school life. These can be tracked on classcharts by students and parents through the app. Certificates are awarded for each milestone reached.



Each term students are nominated by their teachers for house awards



Each week tutors nominate a super star of the week for a skip the queue pass.



**Attendance Golden Tickets- students earn golden tickets for 5 day streaks of attendance - Draws take place during the end of term broadcasts**

Prizes include:

- Chiefs or City tickets
  - Prom tickets
  - Deliveroo vouchers
  - iBounce sessions
- and many more



# The School Day



## ARRIVAL

- All students should be ON SITE by **8.20am**
- Register in your Tutor Room by 8.30am

Students arriving after 8.20 will get a late mark. **3 lates in 2 weeks = break time detention**

<b>8.30</b>	<b>Tutor Time</b>	<i>30 mins</i>
<b>9.00</b>	<b>End of Tutor Time</b>	<i>5 mins</i>
<b>9.05</b>	<b>Period 1</b>	<i>95 mins</i>
<b>10.40</b>	<b>Morning Break</b>	<i>30 mins</i>
<b>11.15</b>	<b>Period 2</b>	<i>95 mins</i>
<b>12.50</b>	<b>Lunch Break</b>	<i>30 mins</i>
<b>13.25</b>	<b>Period 3</b>	<i>95 mins</i>
<b>15.00</b>	<b>End of Day</b>	

## Understanding your timetable

On your first day in September, students will be given their timetable. We have a 2 week Timetable – Week A and Week B.

Here is an example timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
Tut	Tutor Group 315D Mrs L Coull	Tutor Group 315D Mrs V Carter	Tutor Group 315D Mrs L Coull	Tutor Group 315D Mrs L Coull	Tutor Group 315D Mrs V Carter
1	Science 335H Mr M Knott	English Language 142E Miss N Grabauskas	English Language 142E Miss N Grabauskas	Physical Education DEFAULT Mr M Wateridge	History 336H Ms A Simon
BR1					
3	Technology 307T Mr A Green	Science 335H Mr A Dyer	Science 332S Mr O Harris	English Language 142E Miss N Grabauskas	French 401 Mrs B Trevithick
LU					
5	Maths 701M Mrs M Sakaki	History 336H Ms A Simon	Music 255U Mr G Susevee	Science 335H Mr M Knott	Technology 307T Mr A Green



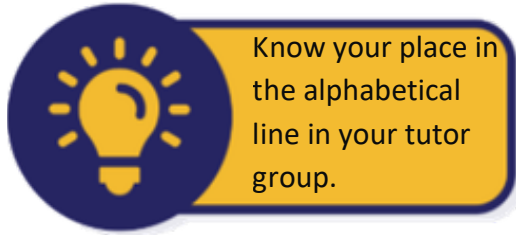
Make a copy of your timetable and put it on the fridge at home.

- Lesson
- Room
- Teacher

Timetables show the subjects name, the teacher and the room number.

# Tutor Time

Each morning students will spend the first 30 minutes of the day with their tutor. They will register students, check homework, equipment, and that electronics are safely locked in Yondr pouches. Once checks are complete tutors will work through the daily tutor activity. This will be the same every day. Here is an example of the tutor time routine:



Day	Tutor Activity
Monday	Whole School Broadcast
Tuesday	Tutor Reading
Wednesday	Lesson 42
Thursday	Assembly
Friday	Tutor Reading

## Daily Tutor Slide

Each morning tutors will present a slideshow showing important announcements, any room changes and enrichment activities.

## Whole School Broadcast

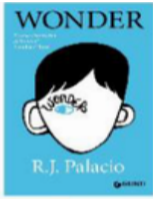
Each Monday morning the whole school tunes in to listen to the broadcast. We hear about what has been happening in our community and important announcements.

## Lesson 42

This is a PSHE programme given the name Lesson 42 from the Hitchhikers Guide to the Galaxy where 42 is the number that means 'the ultimate question of life, the universe and everything! So, each Wednesday morning we will give you the answers to questions about life that you won't find in your other traditional school subjects.

# Assembly

You will have an assembly every week in your Year group. You will register with your Tutor before going to the Main Hall or Elizabeth Lee Theatre.



## Tutor Reading

At ECC we know reading is really important. Reading great stories helps you to expand your viewpoints and vocabulary which is a really important factor in your future success. Twice a week in tutor lessons your tutor will read to you. You will be expected to track the text and read along with your teacher.

## The Library

The ECC Library is a vibrant place that enhances and supports learning across the curriculum. It is a welcoming space for students who are looking for a place to read for pleasure, relax and have fun.

Our dedicated librarians take great pleasure in helping students on their reading journey to improve their literacy skills, develop confidence and enjoy reading. The Library is open before, during and after school for students to browse and borrow from our extensive resources, read in our comfortable seating areas, undertake research and complete homework.

We have an amazing team of 30 library monitors ranging from Year 7 through to Sixth Form students. If you are interested, just complete an application form, which can be collected from the library.

*D'you want to know where real magic lives? It lives within the pages of books. Reading for fun can change who you are and who you can be.*

**Malorie Blackman - author of Noughts and Crosses and Hacker**



# 13 *Enrichment and Leadership*

Our school has lots of enrichment throughout the school day.

## *Enrichment*

Enrichment at ECC involves our extra-curricular activities you can get involved in. They happen throughout the school during break, lunch and after the school day. There is something for everyone from keyboard club, football and even a board games club in the Library! You can find all the clubs on the website.



## *Leadership*

ECC has various opportunities for students to get involved with supporting the school, from Student Council, House Leaders, Diversity Ambassadors, Mental Health Ambassadors, supporting whole school events and being part of the Eco-group.

Year 7 will complete their leadership award throughout the year by completing challenges.

# Equipment

Students will be expected to have their own, well stocked pencil case. Unlike at primary school, teachers at the school do not provide you with your stationery equipment.

If students forget their pencil case, or some of their equipment, it is important that they tell their Tutor at registration. They will help to organise a temporary stationery pack for the day.

## Pencil Case

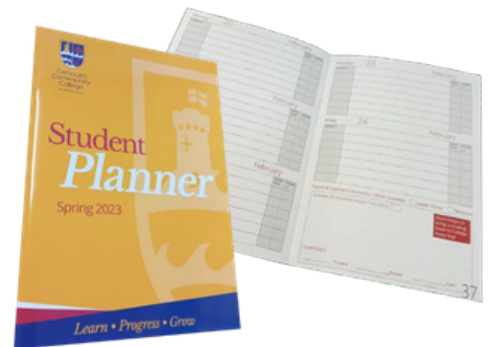


### Students will need:

- A clear see-through pencil case
- 2 pens for writing - black only
- a purple pen for completing feedback on the teacher's marking
- a highlighter
- a whiteboard marker
- a pencil
- a rubber
- a ruler
- pencil sharpener
- A protractor for Maths (*a compass will be provided from the school*)
- Coloured pencils
- A scientific calculator (*available from the Accounts Office at a discounted price*)

### In your school bag:

- Clear pencil case (see above)
- Student Planner (given on your first day)
- Homework
- Water bottle
- Yondr Pouch



### Other items:

- PE kit for PE and Dance lessons
- Grip socks for Drama lessons
- Bus pass (if you have one)
- Packed Lunch



You will need to carry your bag around with you all day. It is important to be organised and only carry what you need each day.

# Uniform



## TIES: House Stripes

AVON	
DART	
EXE	
LYM	
OTTER	
TAMAR	

- All socks and tights must be plain black.
- Shoes should be black and polishable
- Jewellery: one stud may be worn in each ear lobe and a watch only
  - PE kit can be worn to School if you have that lesson or Dance for Period 1

### For PE (and dance lessons\*) you will need:

- Purple school PE top\*
- Plain black shorts or tracksuit trousers\*
- Long black football socks
- Training shoes (with non-marking soles)

*NB: Air force shoes are **not** suitable for PE lessons*

- A gum shield and shin pads

*Optional: plain black tracksuit bottoms and the school PE jumper*

Students will also need a suitable bag for their books/kit and a coat (both should be plain, a dark colour and waterproof).

**Please ensure ALL uniform and items are named.  
Uniform can be purchased from Proserve and Shipshape.**



# Electronic Devices

From **June 2026**, all students will be required to use **Yondr pouches** to securely store their electronic devices during the school day.

Students will keep their phones and other electronic devices (smart watches, headphones, etc) in the pouch at all times.

Devices must remain locked inside the Yondr pouch and will only be unlocked at the end of the school day.

This approach supports a safe and learning focused environment.



## ARRIVAL

When you arrive at school you will unlock your Yondr pouch.



## SECURE

During tutor time you will put your turned-off phone and any other electronics in the pouch.



## OPEN

At the end of the school day you will tap your pouch on an unlocking base.

You will use a pouch on transition days so that you can get used to how they work. In September, you will be given your own pouch, which you need to look after.

If a student loses or damages their pouch, a replacement will need to be purchased if your child wishes to bring a mobile phone or device into school.

Parents and carers will be able to make the purchase via MCAS.

More information about the Yondr pouches and the expectations and consequences have been sent to parents and carers separately.

# Break and Lunch

The Year 7 canteen is in Hall 1, in the Quad on Green Close. There are two 30 min breaks.



Remember to go to the toilet at break times.

*You will not normally be allowed to go during lesson time.*

8.30	Tutor Time
9.00	End of Tutor Time
9.05	Period 1
<b>10.40</b>	<b>Morning Break</b>
11.15	Period 2
<b>12.50</b>	<b>Lunch Break</b>
13.25	Period 3
15.00	End of Day

Be careful eating your lunch outside.

We have some very greedy seagulls!



## Places to go at these times

**Hall 1 Canteen** is the canteen on Green Close. It offers a range of freshly prepared hot and cold food as well as drinks and snacks. You can also eat your packed lunch in this space with friends.

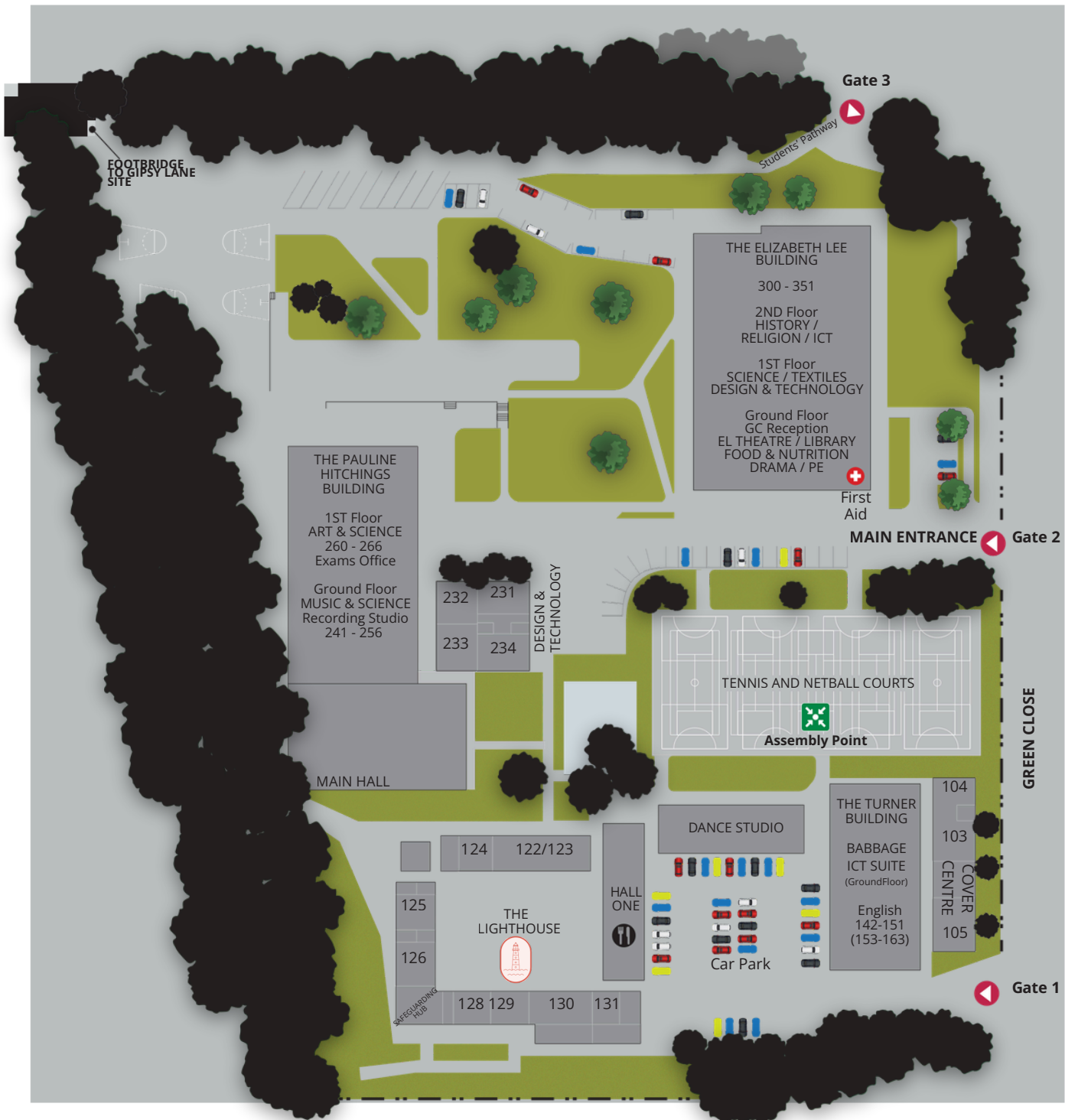
**The Tennis Courts** is an area where you can play ball games in groups with your friends.

**The Library** is a place where you can read and relax on comfy seats and sofas at break or lunchtime. There are also computer stations available for you to use for homework.

**Enrichment** – there are a range of clubs to join that take place at lunchtime (and after school). Ask your tutor about them or look on the school website for them in the student information area.

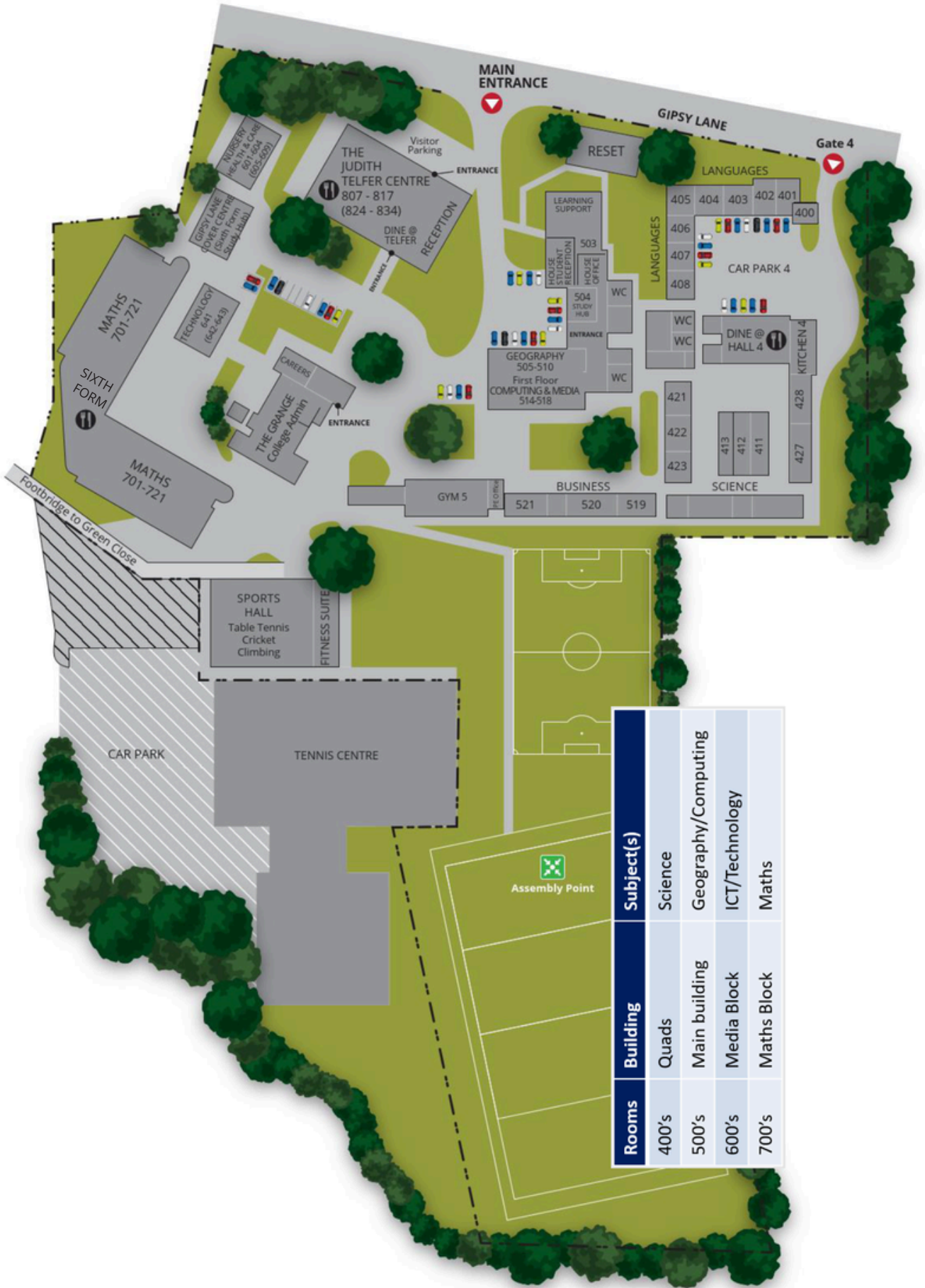


# Green Close Site



ROOMS	BUILDINGS	SUBJECTS
100s	Turner	English and the Quad
200s	Hitchings	Art, Music, Technology and Science
300s	Elizabeth Lee	Drama, History, Science, Library, Technology, RPE (And Green Close Reception)

# Gipsy Lane Site



Rooms	Building	Subject(s)
400's	Quads	Science
500's	Main building	Geography/Computing
600's	Media Block	ICT/Technology
700's	Maths Block	Maths

# Attendance

## Every Day Counts

Having good attendance gives us the best opportunity to teach you, support you, help you and encourage you to be able to have the best chances of going on to achieve all your personal and career ambitions and aspirations. When students are not in school, it matters to us!

Key reasons why it is important to attend school;

- To learn to have fun
- To make new friends
- To experience new things
- To develop awareness of other cultures, religions, ethnicities and differences
- To achieve qualifications
- To develop new skills
- To build confidence, resilience and self-esteem
- To have the best possible start in life

## Days off school can impact on your success



# Homework

Year 7 students complete 30 mins of homework each evening Monday- Friday.

## Rationale

Homework at Exmouth Community College is designed to strengthen our core values of belonging, ambition and responsibility. It helps every student feel part of our learning community by ensuring no one is left behind; completing homework means students stay connected to the curriculum, share in collective progress, and experience the sense of inclusion that comes from participating fully in school life.

## What will it involve?

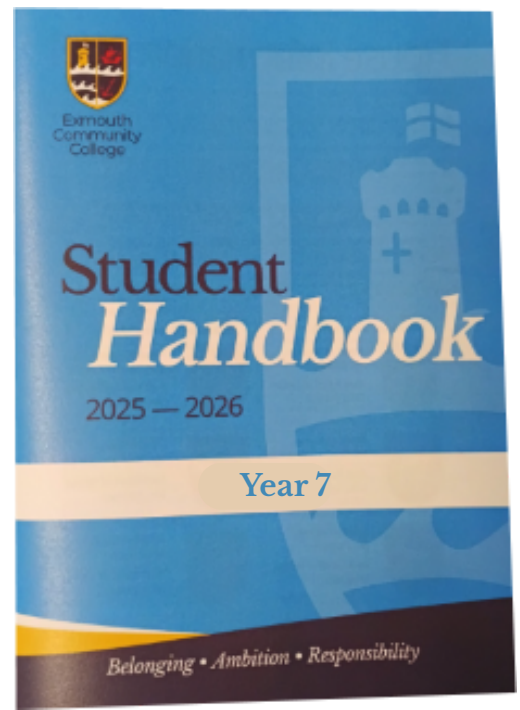
Homework will be a mixture of SPARX Maths, Science and English and quiz questions on your other subjects. It will help you remember all the most important things from your lessons and keep them in your long term memory over time.

You will get a timetable so you know exactly what homework you have on each night. You will also have a booklet to complete all your homework in.

This will be checked every morning during your tutor time.

## Top Tips

- Create an area to complete your home work away from distractions
- Keep a copy of the homework timetable to hand
- Keep organised and plan homework around your other interests



# Well-being and Mental Health

We believe having a mentally healthy community is not about being happy all the time, but about working together through the challenges and sharing the celebrations; feeling supported, heard, accepted, valued and empowered.

## PEOPLE

Tutors  
Year Team  
Teachers  
Student ambassadors  
Safeguarding

Know your links within ECC to balance your brain, and support others around you.

## SPACES

Quiet room  
Library  
Year Office  
SEND  
Student Hub

## IN SCHOOL

After School Clubs  
Year Teams  
Safeguarding Team  
Student ambassadors  
MHST

## ONLINE

Kooth  
Hub of Hope  
The Mix  
LumiNova  
Shout  
TESS

## OUTSIDE SCHOOL

The Hive Youth Centre  
Young Devon  
Exmouth Open Door  
Devon Family Hub  
Esteem team

We have a dedicated Wellbeing page on our website with more information and links.

# Online Safety

Online Safety is being aware of the nature of the possible risks that you could encounter whilst on the internet and social media platforms. These could be security threats, protecting and managing your personal data, online reputation management, and avoiding harmful or illegal content. It isn't about scaremongering; it isn't about criticism or judgement; it's about focusing on the positive and enriching side of digital life whilst recognising its challenges and how to best approach them.

Where to report concerns about harmful online content:  
Contact the NSPCC, UKSIC, Report Harmful Content UK



## Online Safety Tips

**Think before you share** - What you share online can stick around for longer than you think, including our photos, videos, and comments. It's good to always keep this in mind.

**Keep private info private** - Keep things like your address, phone number, full name, school and date of birth private, and check what people can see in your **Privacy Settings**.

**Know who you're chatting to** - When chatting to others online, keep an eye out for red flags, fake profiles, or anyone who might not be who they say they are.

**Spot the fakes** - Not everything we see online is always going to be true.

Spotting misinformation will help you feel more in control of your feed, your feelings, and your views of the world.

**Talk it out** - If anything happens or something you're not sure about, you don't need to hide it or pretend it hasn't happened. Speak to someone that you trust.

## Stay SMART Online

S	M	A	R	T
<b>Stay SAFE!</b>	<b>Don't MEET up!</b>	<b>ACCEPTING</b>	<b>RELIABLE</b>	<b>TELL someone!</b>
Don't give your address, phone number, social media handles, or school name to online strangers.	Don't meet someone you met online without checking with a parent or guardian first.	Don't accept friend requests or files from people you don't know.	Stop the spread of misinformation by relying on trustworthy sources, family, and friends.	If you see something, speak up! If something seems off, tell a responsible adult.

# Staying safe in School

## Every Child Matters

Safeguarding is everyone's responsibility. At Exmouth Community College, we endeavour to provide a calm, safe and welcoming environment where all students are respected and valued. We have an experienced team of trained individuals who act as our safeguarding leads within the school, alongside twenty Level 3 Safeguarding-trained staff across our pastoral teams.



**Ms Hunter -**  
Deputy Safeguarding Lead



**Mrs Coakley -**  
Early Help Lead Family Liaison Officer

We also work closely with a number of external agencies to support students and their families, including Early Help, the Police, Devon Youth Services and the Local Authority Children's Social Care and Services. If you have any concerns about your child or a child within the school, please do contact us through email [Jessica.Hunter@exmouthcollege.devon.sch.uk](mailto:Jessica.Hunter@exmouthcollege.devon.sch.uk)

Alternatively, if it is on the weekend or during school holidays, you can contact Devon Children's Front Door (MASH).

On our Exmouth Community College website, in the parent information section, you can find lots of information on supporting your child through bullying, online safety, relationships and sex education.

**Keeping  
children safe  
is everyone's  
responsibility**



# Communications

If you need to speak to someone about your child, their tutor should be the first point of contact. Their email address follows the format:

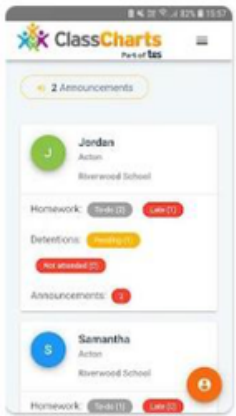
**firstname.surname@exmouthcollege.devon.sch.uk**

Alternatively, email admin who will forward your email to the relevant staff: **admin@exmouthcollege.devon.sch.uk**.

The main switchboard number for the College is: 01395 264761

It is open from 08:00-16:00, Monday to Friday.

## ClassCharts



We use Class charts to communicate with you and your parents about behaviour and Home learning. Teachers also use it to send quick messages. Students and parents have a login so they can track the homework which has been set. During the day, students will receive praise points around the school values.

**Login details will be sent out in early September.**

## My Child At School (MCAS)

We use My Child at School (MCAS) for more formal communications to parents. The app has lots of different features that include making payments, booking progress evenings, communicating a child's absence and reports.

The school operates a cashless system. Students can purchase food and drinks using fingerprint recognition. Parents and carers should use the app to make payments for food/lunch money, resources, trips, and other in-school items.

# TERM DATES

## 2026-27

(SECONDARY)

### AUTUMN TERM

**START OF TERM**  
(FOR STUDENTS)  
Monday 7  
September

**NON PUPIL DAYS**  
Thursday 3 &  
Friday 4  
September

**OCTOBER HALF TERM**  
Monday 26  
October -  
Friday 6  
November

**NON PUPIL DAY**  
Monday 14  
December

**END OF TERM**  
Friday 18  
December

### SPRING TERM

**START OF TERM**  
Monday 4  
January

**FEBRUARY HALF TERM**  
Monday 15 February  
- Friday 19 February

**END OF TERM**  
Thursday  
25 March

### SUMMER TERM

**START OF TERM**  
(FOR STUDENTS)  
Tuesday 13  
April

**NON PUPIL DAY**  
Monday 12  
April

**MAY BANK HOLIDAY**  
Monday 3  
May

**MAY HALF TERM**  
Monday 31 May -  
Friday 4 June

**END OF TERM**  
Friday 23  
July



Exmouth  
Community  
College