



Marsden Heights Community College

The best in everyone™

Part of United Learning



Parent Handbook

Taking you step-by-step through starting school

Hard Work | Trust | Fairness



Alyson Littlewood, Headteacher, says:
It will be an absolute privilege to work together to secure the very best for your child.

Welcome

Welcome to Marsden Heights Community College. The staff and I look forward to getting to know you and your child.

We need some information from you

Please follow the steps in this Parent Handbook, and hand in your completed forms to the college.

Answering your questions

On page 11 is Key Information and pages 12-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the college office on 01282 683 060 or Email: admin@marsdenheights.co.uk and we will be happy to help.

Term dates

Page 15 shows the term dates 2022-2023.



Step 1

STEP 1: Data Collection Sheet
Marsden Heights Community College

Please check that the information below is correct, and complete any missing details. Please sign the form and return to the school office, even if all the details are correct.

Personal Information	
Legal Forename:	Chosen / Preferred Forename:
Middle Name:	Date of Birth:
Legal Surname:	Chosen / Preferred Surname:
Gender:	Home Language:
Ethnicity:	Religion:
Travel Arrangements (e.g. car, walk):	
Siblings:	

Background
Free School Meals:
Looked After (In Care)?
Service child status

Enrolment		
Entry Date:	Year group:	Registration form:

Medical and Dietary
Name of Medical Practice:
Medical Condition(s):
Dietary Requirement(s):
Address::
Telephone Number:

Special Educational Needs
Current SEN Status:
SEN Need(s)

Consents			
<input type="checkbox"/> Copyright Permission	<input type="checkbox"/> Data Exchange	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Photograph Student
<input type="checkbox"/> Sex Education	<input type="checkbox"/> School Visit	<input type="checkbox"/> Permission to administer First Aid to?	

Guardians and Emergency Contacts

Please give details of all persons who have parental responsibility, and anyone else who you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted.

1st priority emergency contact

Name:	Relationship to student:
Postal address:	
Email address:	Mobile telephone:
Home telephone:	Primary guardian (parental responsibility)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Authorised to collect student? <input type="checkbox"/>	Unsubscribed from school comms? <input type="checkbox"/>

2nd priority emergency contact

Name:	Relationship to student:
Postal address:	
Email address:	Mobile telephone:
Home telephone:	Primary guardian (parental responsibility)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Authorised to collect student? <input type="checkbox"/>	Unsubscribed from school comms? <input type="checkbox"/>

3rd priority emergency contact

Name:	Relationship to student:
Postal address:	
Email address:	Mobile telephone:
Home telephone:	Primary guardian (parental responsibility)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Authorised to collect student? <input type="checkbox"/>	Unsubscribed from school comms? <input type="checkbox"/>

4th priority emergency contact

Name:	Relationship to student:
Postal address:	
Email address:	Mobile telephone:
Home telephone:	Primary guardian (parental responsibility)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Authorised to collect student? <input type="checkbox"/>	Unsubscribed from school comms? <input type="checkbox"/>

Student contact details

Address:	
Student mobile telephone:	Student email address:
Student home telephone:	

Previous Schools

School name:	Leaving Date:
--------------	---------------

Signature

Name:	
Signature:	Date:

STEP 2: Student Medical Information

Marsden Heights Community College

MEDICAL INFORMATION

Name & Address of Family Doctor:			
Doctor’s Telephone No:			
Student’s NHS No:			
Does your child have a known medical condition? (if Yes, please give details together with medication/management/care plan details. Continue on separate sheet if required)		If Yes, Mrs Bevan or a member of her team will contact you to discuss further in order for your child to be supported in the college.	

HAS YOUR CHILD HAD ANY OF THE FOLLOWING:	Please ✓		
Asthma or Bronchitis	Yes		No
If Yes, do you give permission to give emergency school inhaler? If Yes, complete enclosed form.	Yes		No
Heart Condition	Yes		No
Fits, Fainting or Blackouts	Yes		No
Severe Headaches/Migraine	Yes		No
Diabetes	Yes		No
If Yes, is this controlled by diet or insulin	Diet		Insulin
Allergies to Any Known Drugs	Yes		No
Any Other Allergies, e.g. Material, Food, Medicine	Yes		No
If Yes, do they carry an Epipen?	Yes		No
Other Illness or Disability, i.e. Epilepsy	Yes		No
Travel Sickness	Yes		No
If the answer to any of these questions is YES please give details in the space opposite:			
Immunisation Status: Has your child received vaccination against Tetanus in the last five years?	Yes		No
Is your child receiving medical/surgical treatment of any kind from either your family doctor or hospital?	Yes		No
If the answer to either of these questions is YES please give the details here: (including dosage of any medicines/tablets).			
Do you require and give permission for the college to administer prescribed medicines to your child? If Yes, medicines must be given to Miss Nutter-Knight clearly labelled with your child’s name and dosage.	Yes		No
Do you give permission for your child to carry his/her own prescribed medicine?	Yes		No
Paracetamol Do you give permission for your child to be given Paracetamol if required at school? If yes, then please be aware that the college DOES NOT provide paracetamol and parents/carers are required to provide the college with a box of paracetamol clearly labelled with your child’s name. These will be kept in the medical room and administered by Miss Nutter-Knight as required.	Yes		No

(Please contact Mrs Bevan on 01282 683060 if you could like to discuss your child’s medical condition).

Step 1

Step 2

Please tear here

4

Where everyone matters.

5

The law has changed to allow schools to hold a spare salbutamol inhaler and/or an adrenaline auto-injector device (AAI) without a prescription for use in the event of a potentially life-threatening asthma attack or in an emergency for children who are at risk of a severe allergic reaction known as anaphylaxis. This could occur because their inhaler and/or AAI(s) is not available, broken or out-of-date for example.

If your child uses a salbutamol inhaler and/or an adrenaline auto-injector device, I would be grateful if you could sign and return this form to grant permission for school to administer this medication in the event of an emergency.

CONSENT FORM – Marsden Heights Community College

USE OF EMERGENCY SALBUTAMOL - INHALER

Child showing symptoms of a asthma / having asthma attack

- 1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler
- 2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
- 3. In the event of my child displaying symptoms of asthma and of their inhaler is not available or is unusable, I consent for the spare inhaler that is held for emergencies, to be administered.

Child’s Name:

Progress Tutor Group:

Signed (Parent/Carer):

Date:

Print Name (Parent/Carer):

CONSENT FORM – Marsden Heights Community College

USE OF EMERGENCY ADRENALINE AUTO-INJECTOR DEVICE

Child showing symptoms of a severe allergic reaction/anaphylaxis

- 1. I can confirm that my child has been diagnosed with allergies and has been prescribed an AAI.
- 2. My child has a working, in-date AAI, clearly labelled with their name, which they will bring with them to school every day.
- 3. In the event of my child displaying symptoms of severe allergic reaction/anaphylaxis and of their AAI is not available or is unusable, I consent for the spare AAI that is held for emergencies, to be administered.

Child’s Name:

Progress Tutor Group:

Signed (Parent/Carer):

Date:

Print Name (Parent/Carer):

As part of running the school, Marsden Heights Community College will use photos of our students in our electronic systems, in classroom displays and from time to time, photos and film may be taken as part of a lesson or project. The college may also use pupil photos for marketing and publicity purposes. We will only use photos or films of your child for such purposes if you have completed and signed this form.

By signing this form, you will give consent for Marsden Heights Community College to take/use photographic images for the duration of your child’s time at Marsden Heights Community College unless you inform us, in writing, otherwise.

You may withdraw your consent at any time. If you wish to do so please write to Miss Alyson Littlewood, headteacher at Marsden Heights Community College. Please Note: On receipt of such a notification we will no longer take/use photographic images of your child. We will be unable to go back and delete images already in use.

I hereby consent to the college and ULT using photos of my child (insert name)

On the college's website	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
On ULT’s website	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
On social media	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
On ULT’s intranet (the Hub)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
In the college prospectus	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allow use by Third Party	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Press Release*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Use of Child’s Full Name	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
School Productions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I request that no photographic images are taken of my child

Signed: Print Name:

Relation to Pupil:

* Permission form for press releases

From time to time, we may wish to celebrate your child’s achievements/trips/activities at school by printing stories in the local press, but we will only include your child in these articles with your consent as detailed above. Press deadlines often mean that there isn’t time to collect consent at the point when a story is to be printed. Therefore, if you are happy for your child to be included in press articles about the college, please let us know by filling in this form and returning it to the college.

Signed (Parent/Carer): Date:

The data controller for personal information held by Marsden Heights Community College is United Learning Trust (ULT). ULT is registered with the Information Commissioner’s Office (ICO). The registration number is Z741 5170.

The Company Secretary, Steve Whiffen, is responsible for ensuring that ULT complies with the Data Protection Law. He can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

Marsden Heights Community College is responsible for ensuring that the college complies with ULT’s policies and procedures in relation to Data Protection. Marsden Heights Community College contact is Mrs Whittaker and she can be contacted on 01282 683060. For further information regarding how ULT uses personal data please refer to the privacy notice on our website.

Please tear here

INTERNET ACCEPTABLE USE POLICY

Authorisation to use the college’s IT systems/personal systems on school premises will be specific to an individual. Any password, authorisation code, etc. given to a user will be for their use only, and must be kept secure and not disclosed to or used by any other person.

Users are not permitted to use college IT or network facilities for any of the following:

- Any unlawful activity;
- The creation, transmission, storage, downloading or display of any offensive, obscene, indecent, or menacing images, data or other material, or any data capable of being resolved into such images or material;
- The creation or transmission of defamatory material about any individual or organisation;
- The sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;
- The sending of any message appearing to originate from another person;
- The transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
- The creation, access or transmission of material in such a way as to infringe a copyright, moral right, trade mark or other intellectual property right.

Gaining or attempting to gain unauthorised access to any facility or service within or outside the college, making any attempt to disrupt or impair such a service, or the deliberate/reckless undertaking of activities may result in the following:

- The waste of staff effort or network resources, including time on any system accessible via the college’s network;
- The corruption or disruption of other users’ data or work;
- The violation of the privacy of other users;
- The introduction or transmission of a virus into the network;

Also note the use of any proxy avoidance sites is expressly forbidden and correspondence via email is not guaranteed to be private.

Specific Requirements of the Policy:

- Pupil on-line activity and use of mobile technology will be monitored in order to guard against any misuse. Marsden Heights Community College also reserves the right to report any illegal activities to the appropriate authorities where there has been serious misuse.
- Pupil data/information must never be shared with other students.
- Representing personal opinions as those of Marsden Heights Community College is expressly prohibited.

In summary, college systems, the internet and email must be used by pupils and staff in a responsible and sensible manner. These systems are installed SOLELY to support learning and must be used for learning purposes.

Please read each of the statements below and ✓ against each one to indicate that:			
	I will notify the college if any of my child’s contact details change.		
	I will notify the college if any of my child’s medical details change.		
	I give permission for my child to be given emergency first aid by a trained member of staff/medical professional.		
	I will contact the college should my child be absent for any reason and provide medical evidence where necessary.		
	I have read and agree to comply with Marsden Heights Community College’s Internet Acceptable Use Policy. As the parent or legal guardian of the above-named pupil, I grant permission for them to use the internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for them to follow when selecting or researching information. I also allow them to use Email provided by the college.		
	I have read the section on the college’s position for taking photographic images.		
Parent/carers Signature:		Date:	
Parent/carers Name:		Please Print	

All Pupil Data forms are CONFIDENTIAL, and information will only be used in the interest of the child

College Responsibilities

We acknowledge our responsibility to support parents in their task of nurturing their children within a caring community, enabling them to fully realise their full potential when they leave us.

Therefore, the college will:

- Provide a friendly welcome to your child and a secure, stimulating, moral environment in which to learn;
- Ensure that your child is valued for who they is and helped to make good progress in their spiritual, moral, emotional and academic development;
- Treat your child with the dignity and respect they require;
- Do our utmost to provide the best possible education we can for your child, through enthusiastic teaching which is rooted in our values and our skills;
- Ensure that the education provided for your child is tailored as best as possible by using good assessment recording and tracking strategies;
- Provide you with information about your child’s progress and provide you with opportunities to talk to teachers;
- Keep you well informed about college policies and activities through regular letters and newsletters;
- Set, mark and monitor homework suitable to your child’s needs;
- Contact you if there is a problem with your child’s attendance or punctuality;
- Inform you of any concerns regarding your child’s behaviour, work or health;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

Name: Alyson Littlewood

Alyson Littlewood

Headteacher
Date: June 2022

Parent/Carer Responsibilities

As parents/carers, we acknowledge that we are the primary educators of our children and have an irreplaceable role to play in supporting our children’s learning at Marsden Heights Community College.

Therefore I/We will:

- Ensure that my child attends every day, on time, in correct college uniform and suitably equipped;
- Ensure that family holidays are taken outside of term time;
- Inform the college of any concerns regarding my child’s learning or welfare;
- Give my child opportunities for home learning and support my child in the completion of homework. Check my child’s planner daily and sign my child’s planner on a weekly basis;
- Ensure that my child attends extra classes as timetabled and support my child’s attendance at catch up detentions or programmes, should my child miss a class;
- Support all college initiatives which enable my child to reach their full potential, including revision classes and extra-curricular classes and ensure that my child is available for revision and catch up sessions;
- Support the college’s policies and guidelines for behaviour including IE, lineup and after college detentions;
- Give consent on the Data Collection Form, to the use of photographic images on the college’s electronic systems, in classroom displays and from time to time to photos and film being taken as part of a lesson or project. I will notify the college if I wish to withdraw my consent at any time;
- Ensure that my child follows the IT Acceptable Use policy and follow e-Safety guidelines.

Name (please print):	_____
Signed (Parent/Carer):	_____
Date:	_____

Please tear here

Student Responsibilities

I acknowledge the different and unique talents which I have been given and my responsibility to use them wisely.

Therefore, I will:

- Ensure that I attend every day, on time, in correct school uniform and suitably equipped;
- Be equipped for learning – pencil case, pen, pencil, ruler, calculator and school bag;
- Help keep our college free from litter and respect the school environment and property;
- Share my feelings honestly and politely and show consideration for others in the college;
- Behave sensibly so that we can be happy and safe as we learn;
- Attend IE, detentions and other sanctions as deemed fit;
- Think for myself and take responsibility for my actions;
- Attend all extra classes, revision classes and extra-curricular classes as timetabled or deemed necessary;
- Do all my class work and homework to the best of my ability;
- Keep my planner up to date by entering all homework and any other information that is necessary, and by signing it every week. It is my responsibility to ensure my planner is signed by my parent(s)/carer;
- Observe all college rules and treat everyone with respect;
- Avoid all physical contact with other pupils;
- Not use my mobile phone whilst in the college;
- Not access social media sites in the college;
- Always represent the college to the best of my ability;
- Accept punishment for actions that fall below the accepted standard outside of college hours and away from the site.

Name (please print):	
Signed (Pupil):	
Date:	

Step 6

Key information

What are our college times of the day?

- 8.30am - arrival and check-in
- 8.50am – 10.30am Period 1 & 2
- 10.30am – Break
- 10.45am – 12.25pm Period 3 & 4
- 12.25pm – 1.25pm: Lunch/Reading
- 1.25pm -3.05pm - Period 5 & 6

Punctuality

Marsden Heights Community College strives to ensure that all pupils achieve their best attendance and punctuality. We expect all pupils to line up by 8.30am, no later. Progress tutors and the senior leadership team check on pupils and then we all enter the college premises together in the morning.

A great start to the day!

Pupils can meet up with friends from 8am to have Breakfast@theRotunda taking advantage of our free Breakfast Club. We want our pupils to have a great start to the day so that they are ready for learning. What better way than having bagels, cereal, tea and hot chocolate. Some staff run extra tuition classes at breakfast time too - eating and learning!

Uniform

We believe that a college uniform gives pupils a sense of community and belonging, and we expect all pupils to arrive at college appropriately dressed in our uniform. Our college uniform consists of:

- **Black blazer** - logo on the left chest.
- **College tie** - fastened up to the collar with 5 stripes showing.
- **Black trousers** - plain with a tailored fit. No jeans, leggings or jeggings or fashion belts.
- **Black skirt** - plain and worn with either opaque black tights or plain black/grey socks. Plain black leg coverings (shalwar) may be worn under the skirt.
- **White shirt** - long or short sleeve, plain, formal college shirt with collar, which must be tucked in.
- **Black shoes** - plain, flat, formal shoes worn with plain black or grey socks. No boots, dolly shoes or trainers.

- **Black hijab (optional)** - plain, fastened with appropriate safety pins, worn in addition to college tie.
- **Bag** - sensible college bag, big enough to fit A4 books and folders.
- **Outdoor clothing** - plain, dark coloured coat. A scarf, hat and gloves are recommended in winter and can be any dark colour.

Uniform can be obtained from Whittakers Schoolwear, Jean Junction and Moonline Uniforms.

P.E.

- MHCC PE shirt
- MHCC training pants
- MHCC multi sports top
- MHCC shorts
- MHCC 1/4 zip top
- MHCC socks

PLEASE NOTE CURRENTLY PUPILS WEAR THEIR PE KIT AND BLAZER ON THE DAY OF THEIR PE LESSON. THIS WAS PART OF OUR COVID SAFETY REQUIREMENTS AND NOW REMAINS TO ENSURE THAT OUR PUPILS ARE ABLE TO SOCIALLY DISTANCE RATHER THAN BEING IN SMALL SPACES FOR CHANGING.

Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child's name. The college will not accept responsibility for lost or damaged belongings.

Equipment

All pupils are expected to have the following stationery in college every day:

- 2 black pens
- 2 green pens
- 2 pencils
- 30 cm clear plastic ruler
- Large clear plastic pencil case
- Eraser
- Highlighter
- Protractor
- Sharpener
- Casio FX-85GTX Scientific calculator.

Food in college

College dinners

We encourage healthy eating here at college and our lunch menus are varied and offer a wide choice to suit all tastes. Our catering facilities are provided by Lancashire Catering Services in our purpose-built dining area with views over Pendle and the countryside, and outdoor seating in the summer.

We operate a cashless catering system, where pupils bring their lunch money to add to a cash-loading machine. There are two machines currently located in college. We will be moving to an online system through our Arbor app later in the term.

Packed lunches

Pupils can bring a healthy packed lunch from home if they prefer. This should contain:

- Starchy foods like bread, rice, potatoes or pasta
- Protein like meat, fish, eggs or beans
- Dairy products like cheese or yoghurt
- Vegetables or salad, and fruit.

Free School Meals

Children of families who are on specific types of benefits may be eligible for Free School Meals. You can find out if your child is eligible through the Lancashire County Council website. Free School Meals allowance is automatically added to your child's cashless catering account, so no child is identified as receiving Free School Meals. If you have any queries regarding Free School Meals, then please get in touch with Mrs Parker using her email address lparker@marsdenheights.co.uk – if your child received Free School Meals at primary school, then this information should automatically transfer through to college. A child will never go hungry at Marsden Heights so if they have forgotten money or there is a problem, we always ensure that they have been fed.

Snacks and drinks

Pupils should bring a healthy snack from home to eat at break time. We have water fountains throughout college and on every floor. As fresh, cold and free water is flowing, your child needs to ensure that their reusable water bottle is brought to college every day. Bottles can be filled before college, during break, during lunch and after college.



Answers to frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the college office and we will be happy to help!

Absence

We aim for all pupils to achieve 100% attendance. If a pupil must be absent from college, we expect communication from a parent/carer before 9.30am, when registers close.

Keeping pupils in college

We know illness happens, but we advise you to always send your child into college whenever possible. Colds, sniffles and headaches are ailments that we need to just work through and helping your child to understand this will develop good habits for life.

Medical appointments

Parents/carers should try to make all appointments outside college hours unless in an emergency.

Holidays in term time

It is proven that poor attendance has a direct correlation with reduced attainment. For this reason, pupils are discouraged from taking any kind of leave during term-time. All parents/carers requesting any kind of leave must contact the Attendance Officer to arrange an appointment to discuss this. It is very rare for Leave of Absence to be granted. If Leave of Absence is taken, then this will almost always result in a fine from Lancashire County Council for each parent/carer.

Safety and security

If no message is received by 9.30am to explain a pupil's absence, a member of the office staff will telephone to find out why your child has not arrived at college. This is to ensure the safety and security of your child. It is essential that we have accurate contact details, please complete the data entry sheet and if you move house or change your telephone number, please let us know straight away, so that we can update our records. We will send you texts and letters by email about your child and events in college, so to keep yourself informed, keep us updated! It is vital that we have a working email address for you.

Contacting parents

Accidents and illnesses happen in college as they do elsewhere in our community. We are able to provide first aid where necessary as we have a team of first aiders who are paediatrically trained. If your child is taken ill at college or has an accident, it is important that we can get in touch with you, so please ensure we have a working telephone number.

Travel to and from college

Picking up and dropping off

Marsden Heights has no space for dropping off pupils on site, unless there are mobility issues for a child. It is best from a health perspective if pupils walk to college if this is feasible from the distance travelled. At Edge End Lane, we have regular patrols of traffic officers who give out fines out for parents/carers who are illegally parked in the area. Therefore, it is best that if parents/carers do need to drop their children off or pick them up from college, then they should park an agreed distance from college and walk to the gates to meet or drop off their child.

Bike

For those pupils wishing to ride to college, bike sheds and racks are available. We recommend a sturdy lock and request that all pupils walk with their bike whilst on the college site. Please ensure that pupils travel safely by wearing a helmet and that cycles are properly fitted with appropriate hazard and night lights.

Medical conditions

If your child has a medical condition, please contact the college to talk to Mrs Bevan to discuss your child's needs. This means we can have the appropriate care plan in place and details of any medication that should be administered in college. By working together, we can ensure that your child is safe. All medical information will be treated confidentially, and all pupils treated with dignity, care and respect.

Medicines in college

Wherever possible, children are allowed to carry their own medication, so it can be accessed for self-administration quickly and easily. Children who can take their medicines themselves may require an appropriate level of supervision; if it is not appropriate for a child to self-manage, relevant staff may help to administer medicines and manage procedures for them.

Pupils who require medication during the college day must have a care plan. This is organised through Mrs Bevan and a parent must attend college to complete a care plan and sign to give permission. It is the child's responsibility to ensure they attend the college office at the stated time to receive their medication.

Medicines, other than emergency medication such as insulin, must not be handed over to the college staff as we do not accept responsibility for either looking after medication or for administering non-emergency medicine. College can only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to colleges inside an insulin pen or a pump, rather than in its original container.

Appearance and personal items

Make-up

No make-up, nail polish, artificial nails, HD eyebrows or other types of permanent or semi-permanent makeup, eyelash extensions, or artificial tan are allowed.

Hair

Hairstyles should be sensible and natural in colour. No lines or designs should be shaved into hair or eyebrows.

Jewellery

No jewellery or piercings are allowed anywhere on the body. The only permitted jewellery is a watch, which children wear to college at their own risk - the college takes no responsibility for lost or damaged property.

Chewing Gum

No chewing gum is allowed in college.

Mobile phones and other electronics

Mobile phones, headphones and associated equipment must not be used during college hours. If pupils are found to be using their electronic devices during the day, the items will be confiscated and placed in the college safe. Parents/Carers will need to collect at the end of the day. Repeated use of mobile phones and headphones during college hours will result in a sanction. We have a telephone at Pupil Services in college which pupils can use to contact parents/carers.

Homework

The purpose of homework is to consolidate and reinforce skills and understanding and extend college learning. It helps pupils develop self-discipline and confidence, and practise life skills for the future.

All pupils at Marsden Heights are set regular learning tasks to complete at home by their subject teachers. In Year 7, pupils will bring home their Marsden Heights Knowledge Organiser which contains the knowledge to be learned from September - January and the final one from February - July. These are also available on the website.

Every week your child will complete the following homework:

- **Every day** they will complete self-quizzing of their Marsden Heights Knowledge Organiser and there is a timetable provided for the different subjects to be quizzed. This is to support the learning of knowledge that they can then apply to questions and activities.
- **Every week** 1 hour of Sparx Maths homework is set. This is an on-line package to develop your child's maths skills independently with further revision if needed. Videos are sent to parents to support them with helping their children too.

All home learning needs the right conditions: a quiet, calm space, full concentration and excellent

presentation skills. If your child needs space at college, we offer a homework club to all year groups with access to the library, computers, and equipment to complete homework from 3.05-4.00pm every day.

Pupils are given a planner to record their homework and learn good habits in recording deadlines and prioritising work. All homework is set through TEAMS and if there is a closure of the college, then pupils will be able to access their learning and live lessons through TEAMS.

It is vital that pupils complete the homework set. Where homework is not completed, pupils are given a detention and parents are informed via text the day before the detention.

Technology

Technology is crucial for home learning and we are passionate about removing barriers to learning as a result of a lack of technology at home. If your child does not have a laptop at home, please email startingseptember2022@marsdenheights.co.uk. Furthermore, we require all parents to provide us with their personal email addresses so that we can keep you informed of your child's progress and college news. Should you require support and help in setting up your personal email address, please get in touch and we will happily support you with the process.

Internet safety

There is no doubt that technology offers tremendous opportunities for children and young people, however, there are risks that must be managed. These risks include the potential for cyberbullying, grooming, abuse, identity theft, exposure to inappropriate content, racism and hate.

Pupils are educated through their computing and PSHE lessons on issues related to internet safety, cyberbullying and risk. We ensure that pupils understand the consequences of cyberbullying through our positive behaviour policy, sanctioning pupils and involving parents wherever necessary.

We also email parents a monthly newsletter with information about being aware of your child's on-line presence and how to support them best.

Welfare

The safety and protection of our pupils is paramount. College follows rigorous safeguarding procedures and expects all staff and volunteers to share in this commitment, and all staff regularly

complete annual training. Senior leaders, progress leads and counsellors are trained in the highest levels of safeguarding.

Open-door policy

We have an open-door policy and encourage all parents/carers to come and visit college whilst we are working. The headteacher is always willing to walk you round the college as we are very proud of the hard work of our pupils in lessons.

We also ask that you share any concerns directly with the headteacher or deputy headteacher. Concerns are always taken seriously.

If you have any concerns to do with the physical health or emotional health of your child, then please contact your child's progress lead. We can better prepare to support your child if we are aware of any issues that your child might be experiencing.

Clubs

We offer a range of lunchtime extra-curricular clubs. These change regularly but currently include:

- football
- cricket
- rugby
- netball
- art
- eco-club
- textiles
- music
- chess club
- reading
- creative writing
- school production

Youth and Community Service

Youthside is the uniquely integrated Youth & Community Service within our college. We are the only college in our trust to have such a team and we are rightly very proud of the work it does whether that is supporting charities, working on knife crime in London, dangerous driving in Pendle, working with other schools in Pendle and Palestine, working with Morrisons, or simply our young people talking to our community members in Nelson and Brierfield. It responds and relates to pupil needs and creates opportunities for pupils to work inside college and outside of college, not only with our local community but also on a national stage as well as a global one. It exists to enhance your child's educational experience through activities such as voluntary work, residential programmes, partnership work with local

organisations, social interactions, and group project work. We have won many awards for our teams who are involved in community projects, social justice, arts projects and working with the local councils. Mash and Jeni run many groups throughout the year, including pupil leadership and activities during the holidays. Jaffa delivers Forest School to all our Y7-9 pupils through the year where pupils learn survival skills, outdoor cooking skills and they see the value of teamwork.

Charging policy

During the year the college arranges educational visits and enrichment opportunities to support and extend the work carried out in the classroom, as well as building life skills and experience. Children also have the opportunity to receive additional coaching or take part in after college activities.

To defer the cost of such activities, the college has adopted a policy of seeking voluntary financial contributions or applying charges in certain circumstances. Voluntary contributions may be requested for:

- individual musical tuition.
- third-party activities.
- board and lodging where residential stays are required.

Emergency arrangements

We will, of course, endeavour to keep the college open if at all possible, however, there may be circumstances that prevent this from happening. The headteacher will make the decision as to whether the college should close. Factors involved in reaching the decision to close are likely to be:

- restricted access to the college, i.e. poor road conditions, obstructions, snow, ice, flooding, high winds.
- breakdown of the college's essential services (heating, electrical services, water, storm damage, etc.)
- lack of staff due to illness or weather conditions to the extent we cannot safely provide care and education services to the pupils.

During extreme weather, the headteacher will advise staff, parents and pupils via email. Sometimes incidents can occur with little or no warning, and so there is a backup system of information which informs parents. In the event of a closure, college will:

- add a closure message on the college website and regularly update the information.
- send text messages to parents/carers.
- update the local authority website.
- use the local radio stations about closure decisions.
- cancel/rearrange pupil's transport.

If college, is to be closed then pupils will continue their learning at home by simply logging onto TEAMS at home via their laptop, tablet or mobile phone.

Curriculum and learning

At Marsden Heights, we aim to ensure that all pupils study a rich, varied and challenging curriculum that develops them as individuals and supports independent thinking. The curriculum is progressive in quality and quantity across the years and key stages and is mapped in detail. This ensures consistency and a shared understanding of high learning expectations. The curriculum is designed with content and skill development underpinned by age-related key performance indicators (KPIs).

Broad and balanced

Our curriculum is broad and balanced, with a three year KS3 and two years for KS4. We have check-in time on arrival, where we check-in with our pupils ensuring that they are ready for the day ahead. We have reading time midway through the day where all years read for 30 minutes led by progress tutors. Our lessons are mostly 100 minutes long with some lessons at 50 minutes. We intend to develop a curriculum that:

- creates an aspirational culture focused on becoming a lifelong learner.
- takes into account an individual's needs and styles.
- allows every pupil to experience success irrespective of background or disadvantage.
- raises the standards of attainment.

Whole College Reading

We believe in reading so much that we dedicate 30 minutes every day for every pupil in college. Between 12.25 and 1.25pm all our pupils read. We know that those pupils who read and are confident readers fare better in exams and are more successful in life. Therefore, we make reading a huge part of our lives at Marsden Heights. A wide range

of books are read so that pupils have texts which increase in complexity of language and content throughout their time at Marsden Heights. We also have regular visits from national authors.

Special Educational Needs

Marsden Heights Community College has a large, enthusiastic and caring Special Educational Needs department which has an excellent reputation in the local area. We aim to ensure all pupils with SEND have access to a broad and balanced curriculum that sets high expectations, seeks to remove barriers to learning, and provides opportunities to achieve their full potential.

Planning

SEND is a responsibility that all colleagues understand; planning is completed in conjunction with or supported by our teaching assistants and learning coaches. The responsibility for the effective learning of all pupils whatever their individual needs or exceptional ability falls to all professionals at Marsden Heights Community College.

Inclusive, stimulating and safe learning environment

We aim to create an inclusive, stimulating and safe learning environment which is flexible enough to meet the needs of all members of our college community, enhances the learning of all pupils and prepares them for the next phase of their education, employment or training. We aim to raise the aspirations and expectations of all pupils.

Should you wish to discuss SEND at Marsden Heights Community College, please contact our SENDCo Mrs J Bevan at jbevan@marsdenheights.co.uk or speak to our Reception team on 01282 683060.

Parental involvement

We believe that to ensure we achieve the greatest possible success for your child, we all need to work together in partnership. You, as parents, were your children's first educators and are their biggest champions. We believe that working closely with parents enhances our educational provision and the community of support we create, and which wraps around the pupils of Marsden Heights.

Governors

Our governors do a fantastic job ensuring we are steering the college in the right strategic direction and holding us all to account for every decision we make. If you feel you have experience and skills that could benefit the college through governorship, please step forward to take up a parent governor place when one becomes available. We will communicate with all parents when this is the case.

Helping us get the most out of your child's education

Reading

The single most important factor in a child's success in later life is reading. By ensuring your child reads regularly at home to you, they will see the benefits throughout their time at Marsden Heights. Reading will help your child to access their college work and examinations later in their educational journey.

Ask your child about their day

At the end of the college day, children should be very tired if we're working them hard enough! If you try asking about their day and the answer is, "Okay," don't be disheartened. Try asking about particular subjects, specific challenges or their friendships. Talking through the work they have been doing is a crucial way of the brain reviewing the learning that day.

Extra-curricular activities

Encourage your child to broaden their horizons and experiences with activities after college and in the holidays. Sports teams, clubs, and educational visits outside of college all help consolidate learning and development. This year pupils will have travelled to all over Lancashire, London, Barcelona, Morocco and Eswatini. These events, residential and holidays will be the events they will remember in years to come and they support shaping children's minds.

Behaviour out of college

Pupils are responsible for themselves on their way to and from college, and outside of college. Just as good behaviour is expected within the college grounds, so it is out in our community. If pupils put their safety or the safety of others at risk outside of college during the day, during the evening or even during the holidays, they may receive a sanction. This could be community service or even exclusion from college.

Communication with parents

We believe that a positive relationship between home and college is extremely important. We encourage parents to take a real interest in their child's education and to work together with the college in helping them to achieve the very best standards. We keep parents/carers informed on a daily basis where pupils receive reward points, and we also email home where pupils have disrupted learning and not completed homework.

Twitter

Our Twitter channel @MarsdenHeights is a great resource for keeping updated with events and news at college. You'll find regular updates and announcements here, including about our extra-curricular projects, our visitors, holiday clubs and sporting achievements.

The Home College Agreement

Good communication between college and home is essential. Our home/college agreement outlines what parents/carers can expect of the college and what the college expects from them and the pupils. Parents and pupils are asked to sign this agreement when starting college.

Seek permission

Outings and trips are a valuable part of college life, and we arrange as many as possible. We send a letter asking for permission for any visits which involve transport and children are not taken unless the permission slip is returned.

Reports and Parents' Evenings

During the first term, you will be invited to meet with your child's progress tutor to ensure that your child has settled. There will also be a parent-teacher consultation during the course of the year to discuss your child's progress, in addition to three reports sent home, one at the end of each term.



Policies

Why do we need policies?

For a college to offer high-quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

Policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the college office or visit the college website.

Key policies

Some of our key policies are:

- Attendance
- Safeguarding
- Health & Safety
- Behaviour
- Equality objectives

Term dates

Autumn term 2022

INSET DAY: Thursday 1st and Friday 2nd September – Staff only

Term begins: Monday 5th September – Whole college

INSET DAY: Friday 21st October - Staff only

Half Term: Monday 24th October – Friday 28th October (inclusive)

INSET DAY: Monday 31st October and Tuesday 1st November - Staff only

Term resumes: Wednesday 2nd November

Term ends: Friday 16th December

Spring term 2023

INSET DAY: Tuesday 3rd January – Staff only

Term begins: Wednesday 4th January

INSET DAY: Monday 30th January – Staff only

Half Term: Monday 13th February – Friday 17th February (inclusive)

Term resumes: Monday 20th February

Term ends: Friday 31st March

Summer term 2023

INSET Day: Monday 17th April – Staff only

Term begins: Tuesday 18th April

May Day: Monday 1st May Bank Holiday

Half Term: Monday 29th May – Friday 2nd June (inclusive)

Term resumes: Monday 5th June

Term ends: Friday 21st July.



Our Aims, Ethos and Values

Aims

Quite simply, all our staff believe that our core purpose is to ensure that all pupils thrived at Marsden Heights, succeeded at university, landed a top job, and had a great life.

Ethos

At Marsden Heights, we believe that children deserve the very best of all that has been "thought and said" in every subject area by the careful selection of our core knowledge. We desire to support our pupils to grow into confident, creative and resilient adults who have a lifelong love of learning. We seek to ensure that our pupils are effective communicators, active participants and independent learners who can take their next steps into an increasingly uncertain world with secure knowledge from the range of subjects we offer here at Marsden Heights.

Values

Hard work

Trust

Fairness

All pupils should be:

- **Ambitious** - to achieve the best
- **Confident** - to have the courage of their convictions and to take risks for the right cause
- **Creative** - to imagine the possibilities and make them real
- **Respectful** - in all that they do
- **Enthusiastic** - to seek opportunity, find what is good and pursue their talents and interests
- **Determined** - to overcome obstacles and reach success.



Marsden Heights Community College

The best in everyone™

Part of United Learning

Marsden Heights Community College
Edge End Lane, Nelson, BB9 0PR

Tel: 01282 683060

Email: admin@marsdenheights.co.uk

Website: www.marsdenheights.co.uk