

## Contents

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## Forms

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**Please complete the following forms as detailed below and submit no later than Tuesday 9 June.**

Policy agreement and consents

<https://forms.office.com/Pages/ResponsePage.aspx?id=Yeyemmb7BU6cR6U6z4zv4tSeX2UPGddHiShSEfT-3BRUNFgzVloySUxFVVA2RUpNVU43MFNVNUk1WS4u>

Contact and Medical details

<https://forms.office.com/Pages/ResponsePage.aspx?id=Yeyemmb7BU6cR6U6z4zv4tSeX2UPGddHiShSEfT-3BRURE1YSDZURVc4TE5CMkRPUTg4MIBWRDBIUi4u>

Pastoral Information

<https://forms.office.com/Pages/ResponsePage.aspx?id=Yeyemmb7BU6cR6U6z4zv4tSeX2UPGddHiShSEfT-3BRUOEFLQIzKSk9LQTNZNDgwQTVFREZVMFNIRS4u>

All About Me

<https://forms.office.com/Pages/ResponsePage.aspx?id=Yeyemmb7BU6cR6U6z4zv4tSeX2UPGddHiShSEfT-3BRUMVixT1RFMIVOWTZDTEaRk5ET0kzMkpGUS4u>

Music Tuition request form

<https://forms.office.com/Pages/ResponsePage.aspx?id=Yeyemmb7BU6cR6U6z4zv4tSeX2UPGddHiShSEfT-3BRUOUJMTIQnjVRSVNMVUJKRFZMU09LTVITVS4u>

## Key Dates

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### First Day of Term

Monday 7 September Phased return 8.40am Year 7 and Sixth form students only

### Term One

Year 7 Parents Tutor Welcome Evening to be announced / confirmed following guidance

Year 7 Coffee Mornings to be announced / confirmed following guidance

Year 7 Parents Subject Evening to be announced / confirmed following guidance

## South Dartmoor Community College Uniform Guidance

When purchasing new uniform please check the following expectations: this avoids unnecessary expense later should items need to be replaced due to inappropriateness. If you are in any way unsure of what is acceptable, please do not hesitate to contact us for clarification. We are pleased to inform you that all College specific uniform, including PE kit, is available to purchase through SWI their website is [www.swidtp.co.uk](http://www.swidtp.co.uk).

- **South Dartmoor Community College Blazer** [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- **White shirt** with collar and sleeves, that buttons up to the collar and is of sufficient length to stay tucked in
- **Undershirts** plain white undershirts only
- **College tie new for September 2020 Year 7 intake** [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- **Trousers** Formal pressed, plain full-length black trousers. Not clingy, stretch or denim fabric
- **Smart tailored** hemmed shorts (not rolled or turned up) - no shorter than 2.5cm above the knee
- **Black SDCC logo knee length pleated skirt**, no shorter than the top of knee and no lower than the bottom of the knee, skirts should be ordered in the correct length and no alterations made [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- **Plain flat soled black school shoes or black leather ankle boots**
- **Plain black, grey or white socks or plain black tights [no socks to be worn over tights]**
- **Plain black belt** if required
- **Coats** outdoor coats must be waterproof / windproof and big enough to wear over the blazer

### Makeup, hair and jewellery

- The only permitted jewellery is a watch, a small single stud per ear and a plain signet ring.

### Uniform is formal and as such students must not wear or appear to have:

- Hoodies
- Extreme or excessive make-up, false eyelashes
- Nail varnish, false nails, acrylic and gel nail tips and extensions
- Necklaces, bracelets, anklets, charity bands
- Facial studs, tongue piercings, body piercing and exaggerated, decorative flesh tubes (including clear tubes, studs and retainers)
- Extreme hair colour, style or cut. Length of hair to be no shorter than grade 2]. Exceptions will be made for students who have exceptional circumstances due to medical reasons
- Large hair accessories
- Visible Henna, including "black henna" or "neutral henna" tattoos

### PE Compulsory Items:

- Purple/black Polo Shirt with logo [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- Purple Sports Fleece with logo [outdoor top] [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- Black shorts with logo [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- Purple and black sports socks [[www.swidtp.co.uk](http://www.swidtp.co.uk)]
- Gum shield for hockey
- Shin pads for hockey and football
- Football / rugby boots and trainers
- White sports socks for indoor activities

### PE Optional Items:

- Plain black tracksuit bottoms [www.swidtp.co.uk] or free purchase choice if plain black or navy ONLY
- Plain black sports leggings, recommended option available to purchase online from SWI or free purchase choice if plain black or navy sport leggings ONLY [Not cotton fashion leggings]
- Skort with logo [www.swidtp.co.uk]

## Ready to Learn at South Dartmoor

At South Dartmoor students are encouraged to be independent learners, in order to achieve this, we ask that all students are **Ready to Learn**. This will allow teachers and staff to do their best for all students. Please read the following information and Ready to Learn expectations below:

Students should come to College and all lessons **ready to learn**:

- Be ready
- Be respectful
- Be safe
- Have the correct equipment
- Always wear correct uniform smartly, including travelling to and from College
- Maintain high attendance

### Uniform: Years 7 – 11

The uniform at South Dartmoor is a symbol of our aspiration to excellence and high achievement. Student appearance is a measure of self-discipline and it reflects a student's pride and commitment to be a member of the College. It is a visible sign of their readiness to learn and is a visible sign of readiness to work. We expect it to be worn correctly by all our students throughout the day including the arrival and departure from College.

### Equipment

We ask all students to respect the learning environment and arrive with:

- pen, pencil, ruler, rubber, scientific calculator
- planner /diary
- items needed for specific subjects [eg. PE kit, food ingredients, etc]

### Mobile Phones

**We do not allow mobile phones to be used on site.** This is to protect student privacy as many phones can video and photograph. We accept that due to the catchment area some parents may wish students to have access to a mobile. In this circumstance **the phone must remain switched off for the entire College day**. This is totally at the owners risk and we cannot be held responsible for loss or damage. If students are seen using a mobile and/or wearing headphones during the college day or are found in possession of a mobile that is switched on it will be confiscated for 48 hours. Parents can request to collect the items within the confiscation period. If students need to use the phone for an emergency during the school day, they should go to the Main Reception to ask for permission.

## Data Protection

South Dartmoor are committed to protecting and respecting your child's privacy as well as that of parents and carers. During your child's time with us, we will gather and use information relating to you and your child. Whilst the majority of student information you provide to us is required by Law, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or whether providing the information is optional.

For example, we will ask you for, or will obtain from your child's primary school:

- personal information such as name, address, home and mobile numbers, personal email address, emergency contact details;
- characteristics such as ethnicity, language, and free school meal eligibility;
- safeguarding information such as court orders and professional involvement;
- special educational needs information;
- medical and administration such as doctors information, allergies, medication and dietary requirements;
- attendance such as sessions attended, number of absences, and absence reasons;
- assessment and attainment data such as key stage 1, phonics and SATS results;
- financial details for trips, activities and catering and free school meal management;
- behavioural information such as exclusions;

We ask and receive this information to ensure a smooth transition from primary to secondary school, in particular it helps us to:

- to support our teaching and learning;
- to help us monitor and report on pupil progress more accurately;
- to provide appropriate pastoral care to your child;
- to keep children safe (food allergies, or emergency contact details);
- to meet the statutory duties placed upon us for DfE data collections

We will also ask you for your permissions and consent for trips and offsite visits as well as photograph permissions for our College newsletter, website, celebrating successes and social media for instance. This consent is optional.

## Year 7 Student Information and Parent Consent

Please read through the following information and retain for your records, using the link below please complete and return the following form to show that you have read, understood and agree.

<https://forms.office.com/Pages/ResponsePage.aspx?id=Yeyemmb7BU6cR6U6z4zv4tSeX2UPGddHiShSEFT-3BRUNFgzVloySUxFVVA2RUpNVU43MFNVNUk1WS4u>

### Home College Partnership

#### **Student I will:**

Be ready to learn.

- Make good use of all opportunities that South Dartmoor Community College offers me for learning, including home learning and enrichment activities.
- Help my teachers and my parents to keep in contact by returning Home/College communications promptly, and by returning parental comments without delay.
- Make full use of Show My Homework and complete home learning to the best of my ability.
- Always wear the South Dartmoor Community College uniform correctly and smartly and have the correct kit and equipment for lessons.
- Follow College rules and expectations, taking personal responsibility at all times.
- Attend College regularly, aiming to be present every day.

#### **Parents I shall:**

- See that my child attends the College regularly, on time, properly equipped, and in uniform; I understand that the **minimum** expectation regarding attendance is 97%.
- Let the College know about any concerns or problems that might affect my child's work or behaviour.
- Use the College systems and procedures for contacting my son/daughter during the College day.
- Support my child in home learning and other opportunities for home learning.
- Attend parents' evenings and discussions about my child's progress.

#### **South Dartmoor Community College we will do our best to:**

- Ensure that your child achieves his or her full potential, as a valued member of the College community.
- Provide a balanced curriculum and meet individual needs.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Care for your child's safety and happiness.
- Keep you informed about general College matters and your child's progress.
- Be open and welcoming always and offer opportunities for you to become involved in the daily life of the College.

### **College Photograph and Film Consent**

South Dartmoor Community College staff or students may, on occasion, like to take photographs or record video clips of your child within the context of a College lesson or activity.

The photographs may be used in our printed publications, for display around the College, as teaching aids within the curriculum or on the College website, College newsletter, local press and official social media channels stating the full name of the student involved. The video clips may also be used for educational purposes: teaching aids within the curriculum and for staff training. The College Internet policy gives clear guidelines about using photographs. It is available for parents to see.

## Biometric information request

South Dartmoor Community College is operating an automated recognition [electronic] system to integrate several different systems. The information from your child that we wish to use is referred to as 'biometric information' Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child, and obtain the written consent of at least one parent, before being able to use a child's biometric information for an automated system. We have four main strands that we wish to have one biometric system in place for: -

**Cashless Catering:** - Students will be able to pay for their lunch with their finger, with their account balance being updated with payments to ParentPay [some small amounts of cash will be able to be topped up at a machine]. This will allow a faster transition through the servery.

**Library Services:** - Students will be able to withdraw books and resources with their finger. This will be much faster than the current system which requires lots of manual data entry. Hopefully a quicker and easier service will also encourage more usage as queue times will be less.

**Printing/IT:** - Students will use their finger as a logon for all ICT systems, including for printing and copying on our machines. This will remove the need for them to remember a specific code, and reduce the time taken up to generate, reset and remind students of codes! It will also allow students to self-reset passwords for non-biometric services.

**Access Control and Electronic Registration:** - it is also our aim in the future to vastly improve site security by equipping all our building and gates with access control mechanisms. This will mean that students and staff will use their finger to access buildings which will be secure from any other entry. It will improve our knowledge of who is where on the site at any given time, and with our large and sprawling campus, it will further reduce the small risk of any unauthorised visitors gaining access.

We will also make further administration savings – both time and financial, as, with all four systems integrated, we remove the need for several different operating systems and their administrative cost and staff input time. With a more future proof system than our present one we will be able to add further functionality and additional services as they are developed and become on stream.

### Biometric information and how it will be used:

*Biometric information* is information about a person's physical characteristics that can be used to identify them.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint by reading many points on the fingerprint and convert these measurements into a template to be stored on the system. It is not a fingerprint in any way, shape or form and is of use only in the school's biometric system. **An image of your child's fingerprint is not stored.**

Once an account is credited the student or member of staff places their finger/thumb on the appropriate reader on a terminal, which looks up their account details and allows them to perform the task they wish, using only this method of identification.

You should note that the law places specific requirements on Colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the College *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parent[s] [i.e. as stated above];
- (b) the College must ensure that the information is stored securely;
- (c) the College must tell you what it intends to do with the information;
- (d) unless the law allows it, the College cannot disclose personal information to another person/body – for your information, the College intends to use Biostore Identity Management [[www.biostore.co.uk](http://www.biostore.co.uk)] as our partner and provider.

## Providing your consent/objecting:

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the College cannot collect or use his/her biometric information for inclusion on the automated recognition system. You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish, however also explain our reasoning behind this, as set out above.

If you do not consent a pin can be created for your child to use within our cashless canteen. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

## Student Acceptable IT Use College Policy

New technologies have become integral to the lives of children and young people today, both within College and in their lives outside College. The internet and other digital information and communications technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

This Acceptable IT Use Policy is intended to ensure:

- Content: students are not being exposed to illegal, inappropriate or harmful material
- Contact: are not being subjected to harmful online interaction with others
- Conduct: that personal online behaviour is not increasing the likelihood of, or causing harm

We will educate young people to be responsible users, staying safe while using the internet and other communications technologies for educational, personal and recreational use. The College ICT systems and users will be protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The College will try to ensure that *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

## Acceptable IT Use Policy Agreement

I understand that I must use College ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the College will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the College ICT systems are intended for educational use and that I will not use the systems for personal or recreational use.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the College ICT systems for on or off-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting [e.g. YouTube].

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the College:

- I will only use my personal handheld / external devices [mobile phones / USB devices etc] in College in the presence of a member of staff and when instructed to do so. I understand that, if I do use my own devices in College, I will follow the rules set out in this agreement, in the same way as if I was using College equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software; however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites on College ICT systems other than systems run and provided by the College [VLE for example], nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to restricted web sites.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies [including music and videos].
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of College:

- I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of College and where they involve my membership of the College community [examples would be cyber-bullying, use of images or personal information].
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This will result in loss of access to the College network / internet, and further consequences including contact with parents and in the event of illegal activities involvement of the police.

### **Additional Sport Consent**

At various times, whilst a student at South Dartmoor, your child may be involved in Sport/Physical Education related activities both at the College and at other venues or schools and we would ask you to sign and consent to this please.



## Safe Haven Arrangements

South Dartmoor Community College is designated by Devon County Council as an Emergency Rest Centre. This means that the College could be used to accommodate members of the public if an emergency occurred such as a gas leak in a local town or a major accident on the A38.

At short notice we would have to send all students off site to a **'Safe Haven'** without being able to contact parents beforehand. Most parents decide that going home is the safest decision, but you can arrange with other parents for them to accept your child.

**Students cannot, however, go on any school bus except their usual one.**

## Email communication

South Dartmoor Community College uses **Call Parent** to send communications home, please ensure that emails from [noreply@callparents.com](mailto:noreply@callparents.com) is added to your email client list as a reliable sender. If for some reason you do not appear to be receiving emails please check your junk emails.

## Contact Information and Medical Information

It is important that we hold accurate contact and medical details. Please advise us of any changes immediately. This is vital should your child become ill or need medical treatment while at College.

## Contacts, Information and Keeping in Touch

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A list of contacts for you, please email with any enquiries you may have

College Website	<a href="http://www.southdartmoor.devon.sch.uk">www.southdartmoor.devon.sch.uk</a>
Admissions Enquiries	Mrs Cathy Taylor <a href="mailto:ctaylor@southdartmoor.devon.sch.uk">ctaylor@southdartmoor.devon.sch.uk</a>
Transition Enquiries	Mrs Rachel Lewis <a href="mailto:rjlewis@southdartmoor.devon.sch.uk">rjlewis@southdartmoor.devon.sch.uk</a> <a href="mailto:transition@southdartmoor.devon.sch.uk">transition@southdartmoor.devon.sch.uk</a>
SWI Uniform	<a href="http://www.swidtp.co.uk">www.swidtp.co.uk</a> 08455190099
County Transport	0845 155 1008