



# TAVISTOCK COLLEGE

## STUDENT ONBOARDING MANUAL

**D.**

Together; we care, we challenge, we excel

Welcome to Tavistock College.

It is with great pride that I get to welcome you to our school, a school that is part of a wider family of schools across the Dartmoor Multi Academy Trust, benefiting from the expertise and support of colleagues and students to fulfil our mission; “Working together, to provide the highest quality of education for all local children to ensure that pupils from all backgrounds are able to succeed.”

We are an inclusive community in which everyone is valued, where difference is celebrated and all young people have an unequivocal right to our curriculum, as well as our personal development programme, taught by experts in their chosen field. Through our culture, curriculum, extracurricular studies and opportunities we challenge our young people to strive for the highest standards, so that they can take these through to the next steps in their young lives.

A seven year journey with us means that young people will experience the challenges and opportunities that life brings within a culture of connection and care, whilst being pushed to thrive academically, socially and emotionally. We offer progress across all key stages of learning through to A level study in some of the most sought after A levels by the top universities, but also an offer of vocational learning pathways opening up the world of apprenticeships and future employment.

Tavistock college is a place to be ambitious, be successful and to be yourself, whilst placing learning at the heart of everything we do, after all; Together, we care, we challenge, we excel.

James Buchanan  
Principal

# CONTACT

**Email:**

office@tavistockcollege.org

**Phone:**

01822 614231

**Address:**

Tavistock College  
Crowndale Road  
Tavistock  
Devon  
PL19 8DD



Dartmoor  
Multi Academy  
Trust  
...everyone in our Trust.

## SAFEGUARDING OUR COLLEGE

If you have any concerns about your own safety, or that of another person, please talk to a member of our team or another adult at our College



Hazel Blackmore  
Designated Safeguarding Lead



James Buchanan  
Principal



Jack Brokenshire  
Deputy Designated Safeguarding Lead



Rachel Turner  
Deputy Designated Safeguarding Lead and Assistant Principal for SEND



Niall Murphy  
Deputy Designated Safeguarding Lead and Together House Leader



Laura Evans  
Deputy Designated Safeguarding Lead and Care House Leader



Natasha Ingleby  
Deputy Designated Safeguarding Lead and Challenge House Leader



Rachael Squire  
Deputy Designated Safeguarding Lead and Excol House Leader



Dan Jacob  
Standards Lead for Sixth Form



Steve Marsh  
Together  
Deputy House Leader



Sonia Fox  
Care  
Deputy House Leader



Patrick Trimmer  
Challenge  
Deputy House Leader



Trudi Massey  
Excol  
Deputy House Leader



Sophie Champion  
SEND



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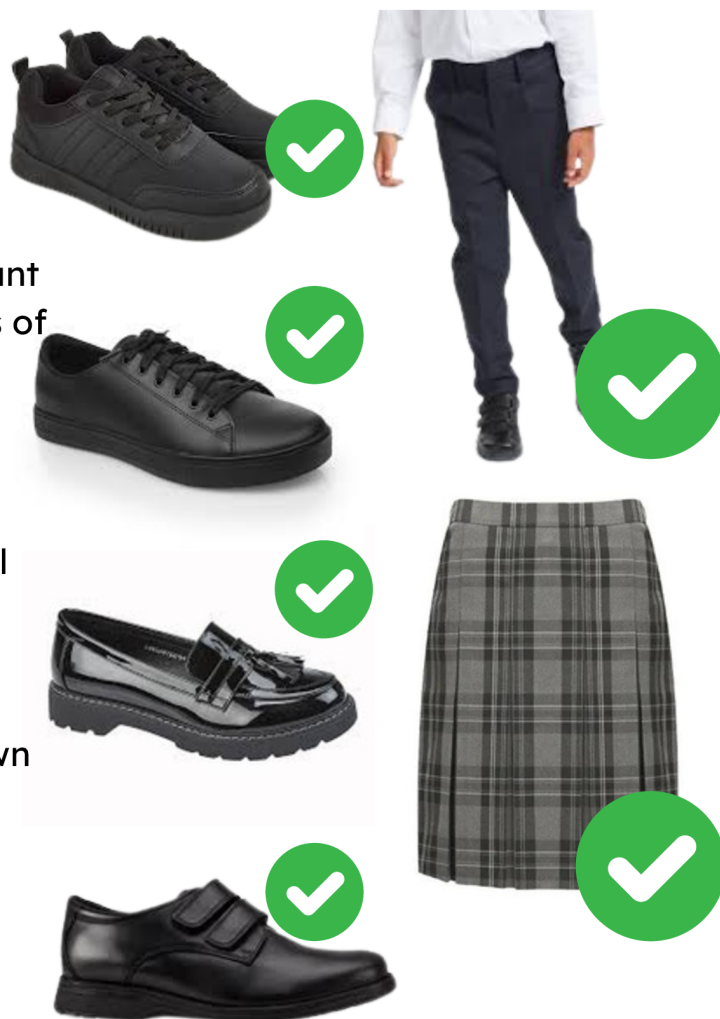
# Uniform

We are Team Tavi ready and wear our uniform with Pride.

Tavistock College uniform plays an important part in contributing to the ethos and values of the College. Our uniform demonstrates our shared values and identify as part of our school and wider community.

Students who are not in correct uniform will be sanctioned through our Behaviour and Conduct Policy.

Samples of acceptable shoe types are shown on the right, other styles are available. All plain black school shoes and trainers are acceptable, other coloured soles and embellishments are not permitted.



## Tavistock College Uniform

- ✓ Black sweatshirt with Tavistock College badge
- ✓ Tavistock College tie
- ✓ Plain white collared shirt – buttoned to the collar (worn tucked in)
- ✓ Plain black trousers or tailored button waist black shorts
- ✓ Tavistock College tartan skirt

<b>Acceptable trousers</b> Plain black full length tailored trousers, not tight around the ankles School tailored shorts with College logo only available from Fitness for Sports, online	<b>Not-acceptable trousers</b> Jeans style trousers eg. heavy cotton, studded trousers Leggings, jeggings, hipsters, tracksuit bottoms, tight skinny legged trousers
<b>Acceptable skirts</b> Tavistock College tartan skirt	<b>Not-acceptable skirts</b> No other skirts are acceptable
<b>Acceptable shoes</b> Plain black shoes, trainers with black logo and black sole only	<b>Not-acceptable shoes</b> Long boots or 'Ugg' style fur boots
<b>Acceptable outerwear</b> A coat for outside wear only	<b>Not-acceptable outerwear</b> Tracksuit tops, hoodies and baseball caps

### Sportswear

PE kit can be purchased from Fitness for Sport and Lawsons  
 Tavistock College PE Top  
 Tavistock College shorts or skirt or leggings  
 Black sports socks  
 Gum shield for contact sports  
 Shin pads for football and hockey  
**ITEMS THAT ARE HIGHLY RECOMMENDED**  
 Studded boots for use on the astro and the field



# College Equipment

Equipment Requirements - Be Prepared Tavi 7

1. Bare Essentials
2. Reading book
3. Pencil case
4. Blue/black pens
5. Pencils
6. A 30cm ruler
7. A rubber

### Additional items:

- A pair of compasses
- Pencil sharpener
- Scientific calculator
- A protractor
- A set of coloured pencils
- A water bottle

## Parental Communications

We have a number of ways to communicate with our families.



Newsletters are shared 4 times per term. These are sent via email and can also be found on our website.



Classcharts is used to communicate behaviour points, detentions and homework.



Email is used to communicate generic and bespoke information. Staff emails will end in @dmatschools.org.uk



Telephone, calls will be from 01822 614231, staff will always leave a message if the answerphone facility is available.

Time	Activity
0800	College site open for students.
0830 - 0840	Triage support available in House hubs
0840 - 0845	Morning Line-Up - equipment check, uniform check, daily messages and walk in.
0845	Period 1
0945	Period 2
1045 - 1110	Break (20 minutes)
1110 - 1210	Period 3
1210	Period 4
1310 - 1340	KS3 Lunch / KS4 Tutor session
1340 - 1410	KS3 Tutor session / KS4 Lunch
1410	Period 5
1510	End of College day

## Introducing Our SEN Team



**SEND Team 24/25**

Assistant Principal - SEND	Rachel Turner
SENDCo	Sophie Champion

SEND Administrator	Sally York
Exams Administrator	Abii Roberts

For general SEND queries, please email: [send@tavistockcollege.org](mailto:send@tavistockcollege.org)  
For enquiries relating to access arrangements, please email: [eea@tavistockcollege.org](mailto:eea@tavistockcollege.org)

	Years 7, 12 & 13	Year 8 & 9	Years 10 & 11
Assistant SENDCo	Sandy T	Clare Dawe	Sam Biggs
Assistant Teachers	Eleanor Fisher Delia Hayman Andrea Robinson Jimo Siffre Kat Stride	Melissa Fieldsend-Danks Rita Melville Deb Morris Gemma Perkins Abii Roberts Jess Rose	Lucy Barratt-Love Nyssa Davis Justine Hunt Shaunna McGlade

# Students with SEN

## Inclusion at the heart of all we do

At Tavistock College, we are committed to ensuring that inclusion is at the heart of all that we do. This means that all students, regardless of their background, ability or Special Educational Needs and / or Disabilities will be able to: take part in all aspects of school life, make academic progress and also gain the cultural capital that they need to succeed.

We ensure that:

- Language and skills are built to ensure that our culture is one where all staff are confident in being leaders of SEND
- We offer an ambitious curriculum which is broad and balanced
- High Quality Teaching is used across the College as part of our universal provision
- There is a focus on scaffolding being used in all classrooms to ensure that the needs of all students are met
- There is regular CPD for staff so that teachers are building their knowledge and skills base to support learners with varying SEND needs in the classroom
- We are analytical in our systems, processes and information sources to ensure that our graduated response identifies, assesses and meets the needs of students with SEND
- We collaborate with all stakeholders that are involved with a student with SEND, including:
  - Parents / carers
  - The Local Stakeholder Board
  - Outside professionals
- We have a varied intervention programme which allows students with SEND to receive the support that they need, both in, and outside of the classroom





Dartmoor  
Multi Academy  
Trust

...everyone in our Trust.

# COLLEGE CHARTER

## Together we:

### CARE

1. Be punctual:

Arrive on time (before 3 minute late bell) and follow College routines

2. Pride:

Wear your uniform correctly and show kindness to others

### CHALLENGE

3. Conduct:

Follow all instructions from staff and reasonable requests

4. Prepared:

Have correct equipment (Tavi 7 - planner, reading book, pencil case, pen, pencil, ruler and eraser)

### EXCEL

5. STAR:

Sit up, Track the speaker, Ask and answer questions like a scholar and Respect others

6. Work hard:

Demonstrate pride in your work with 100% effort and focus

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# Introducing Our Academic Directors

- Director of STEM - Michael Harris
- Director of Linguistics and Literature - Laura Palmer
- Director of Global Studies - Sarah Sharpe
- Director of Creative Arts - Eva Pearson
- Director of Physical and Vocational Education (PAVE) - Shaun Hulbert

## Introducing Our House System



Left to right, Steve Marsh, Deputy House Leader. Niall Murphy, House Leader. Amy Powers, SIO.

Left to right, Sonia Fox, Deputy House Leader. Laura Evans, House Leader. Vicki Piper, SIO.



Left to right, Jo Northmore, SIO. Natasha Ingleby, House Leader. Patrick Trimmer, Deputy House Leader.

Left to right, Trudi Massey, Deputy House Leader. Rachael Squire, House Leader. Kirstie Shalgosky, SIO.

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# Key Dates- 2024-2025

## AUTUMN TERM 2024

Monday 2nd September - Non Pupil Day / Staff Training Day

Tuesday 3rd September - First day of term for Y7 and Y12

Wednesday 4th - September First day of term for Y8, 9, 10, 11 & 13

Wednesday 9th October - Non Pupil Day / Staff Training Day

Monday 28th October - Friday 1st November Half Term

Friday 20th December - Last Day of Autumn Term

Christmas Break: Monday 23rd December 2024 – Friday 3rd January 2025

Monday 6th January 2025 – Non Pupil Day / DMAT Staff Training Day

## SPRING TERM 2025

Monday 6th January Non Pupil Day / DMAT Staff Training Day

Tuesday 7th January - All students return

Monday 17th - Friday 21st February Half Term

Thursday 3rd April - Last Day of Spring Term For Students

Friday 4th April - Non Pupil Day / Staff Training Day

Easter Break: Monday 7th April – Monday 21st April Inclusive

## SUMMER TERM 2025

Tuesday 22nd April First Day of Term for All Students

Monday 5th May Bank Holiday

Monday 26th May – Friday 30th May Half Term

Friday 27th June Non Pupil Day / Staff Training Day

Friday 18th July Last Day of Summer Term

## 7 Non Pupil Days 2 Occasional Days

Tuesday 3rd September 2024

Wednesday 23rd July 2025

Wednesday 9th October 2024

Thursday 24th July 2025

Monday 6th January 2025

Friday 4th April 2025

Friday 27th June 2025

Monday 21st July 2025

Tuesday 22nd July 2025



## Behaviour Expectations at Tavistock College

At Tavistock College we have high expectations of good behaviour, and encourage this through our reinforcement procedures and praise rewards.

### STAR

We use 'STAR' in every lesson. This is a key habit that will help you succeed in school and life. STAR is a way of demonstrating mutual respect and courtesy.

Sit up

Track the speaker

Ask and answer questions like a scholar

Respect those around you

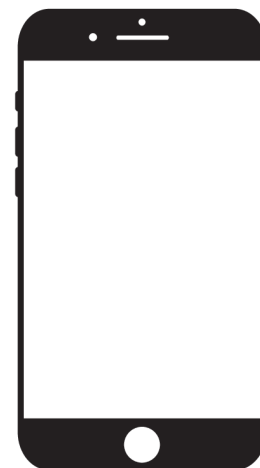
We like to reward those students who show excellent behaviour in and around school. We use Class Charts to record points which students can collect and purchase items! These include food or drink from the canteen, bags, stationary and even electrical items!

### Mobile phones

The Government and Department for Education have suggested that educational settings try to reduce the amount of time that young people are on their phones.

Therefore, mobile phones should be turned off/ kept on silent in their bags.

If students are seen with their phone they will be confiscated and kept safely in reception until the end of the day.



### School Absence Reporting

You are required to report your child as absent on a daily basis. Please call the Attendance Officer on 01822 614231 before 10am. Please state your child's full name, year group and the reason for their absence.

Pre booked absences, such as medical appointments can be reported by emailing [office@tavistockcollege.org](mailto:office@tavistockcollege.org) or by telephoning the school office.

To request time off in exceptional circumstances you will need to complete an absence request form (S2 Form) at least 10 days before the planned absence. S2 forms can be requested from the school office. Once submitted and considered by the Principal you will receive an email to confirm the decision.



## Free School Meals

To apply for Free School Meals you will need to go on the Devon County Council website:

[https://oneonline.devon.gov.uk/CCSCitizenPortal\\_LIVE/en?ReturnUrl=%2FCCSCitizenPortal\\_live](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en?ReturnUrl=%2FCCSCitizenPortal_live)

If you are not sure whether you are eligible, you are able to check on the citizens portal.

## School Gateway

At Tavistock College we use School Gateway which is an online payment system that will allow parents to pay quickly and securely for school meals, trips and activities. It is safe and convenient.

To log into School Gateway site using the app or website version you will need to log in as a new user using your mobile number and email address you have provided us with. You can view your balance as well as monitoring what your child is purchasing.

Our systems are biometric, therefore will use your child's fingerprint to pay for their food and drink; you will be asked for biometric consent on the S11 form.

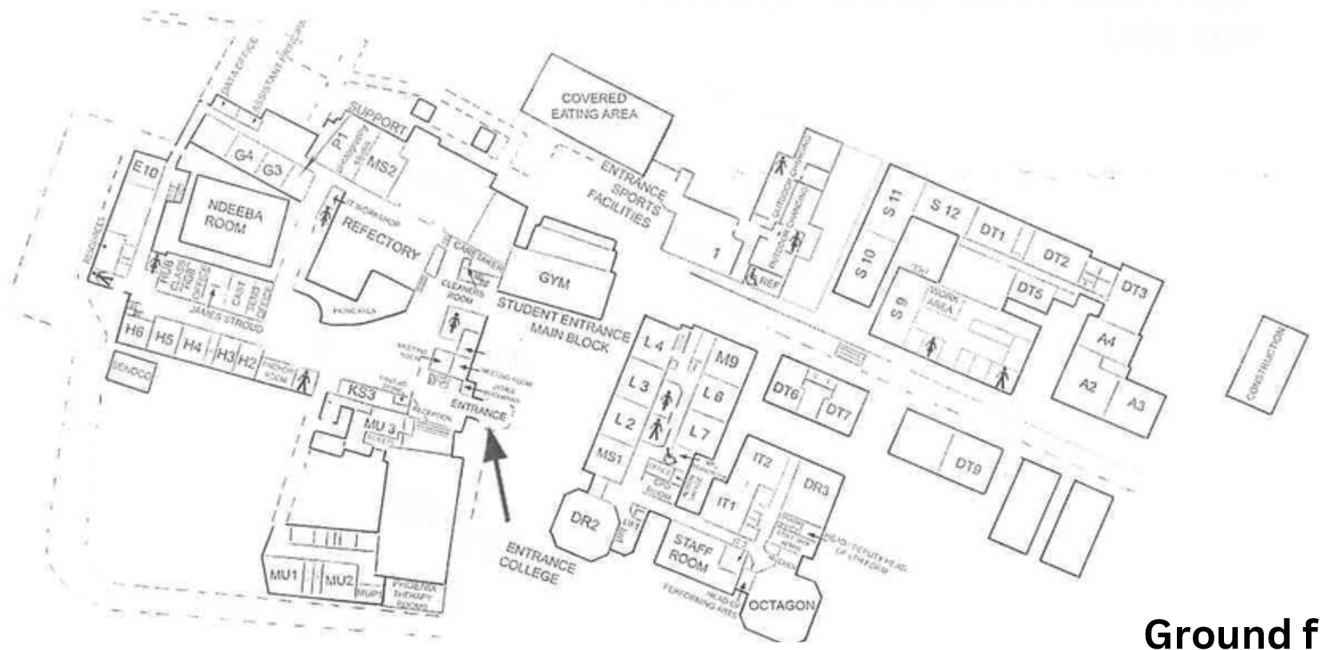
## First Aid Support

At Tavistock College we have an amazing pastoral team to support your child's learning, this includes the majority of our Support Staff who are First Aid trained to provide assistance as and when required.

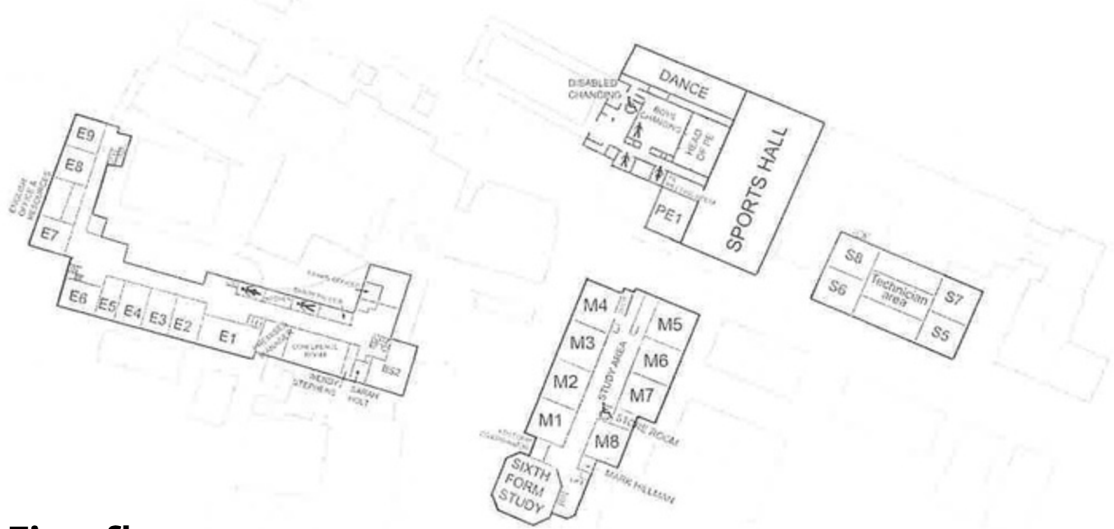
If your child needs to take medication during the school day, it should be handed to school office where they will lock it away safely. You will need to complete a form that will allow us to give your child the medication.

If your child has an ongoing medical condition, it is important you notify us.

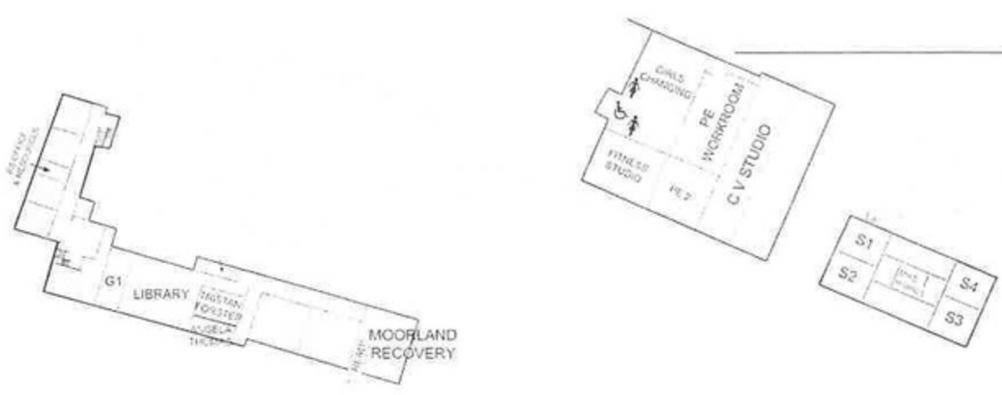
It is important that you let us know of any changes to your contact details and your child emergency contacts details.



**Ground floor**



**First floor**



**Second floor**

