

Ifield Community College



To Live. To Learn. To Grow.

Year 7 Induction Booklet


Ofsted
Good
Provider

Crawley Avenue, Crawley,
West Sussex RH11 0DB
Telephone: 01293 420500
Website: ifieldcc.co.uk
Headteacher: Rob Corbett



ICC - Our vision

To Live. To learn. To grow.

To live

To experience a wide range of the world's wonders; cultural, human, scientific and technological. To smile and laugh in a respectful, positive community where bright minds and inspiring people are raised. To enjoy and appreciate the rich diversity around us and to value every individual for who they are.

To learn

To give all students an opportunity to accomplish incredible things through a fair, positive and inclusive curriculum that helps them develop a passion for learning. To have engaging, stretching lessons and a wide choice so that all talents are recognised and flourish.

To grow

To grow adults who are independent, resourceful, resilient and happy, and a credit to their community. To give the opportunity for all students and staff to develop their skills, knowledge, and understanding for them to grow as individuals and ensure our school continues to grow.



Meet the Senior Leadership Team



Headteacher: Mr Corbett



Deputy Headteacher:
Mrs McIver-Wren



Deputy Headteacher:
Mr Conlon



Assistant Headteacher:
Mr Pittaway



Assistant Headteacher:
Mr Laundon



Assistant Headteacher:
Mrs Murphy-Dunn



Director of Sixth Form:
Mr Ward

Director of Assessment,
Recording, and Reporting:
Miss Heath



Director of Exams & information:
Mr Hambling



Director of Inclusion:
Mrs Jackson 3

Meet the Year 7 Pastoral Team



Progress Leader for Year 7 : Miss Wilson



Progress Manager for Year 7 : Mrs Paddington

Progress Leaders will oversee the academic and social progress of all the students in their year group and arrange suitable support wherever needed.

Progress Managers work closely with the Progress Leader to oversee students and be responsible for their welfare, attendance, attitude to learning and enjoyment of school.

Progress Mentors: Students register each morning with their progress mentor and will be involved with daily mentor led activities.

Timings of the school day

07:45 am	Breakfast club opens
08.25 am	Start of the day
08.30 am	Registration/Assembly
08.55 am	Start of Period 1
09.55 am	Start of Period 2
10.55 am	Break
11.15 am	Start of Period 3
12.15 pm	Period 4
1:15 pm	Lunch
2:00pm	Start of Period 5 (students are registered in lesson)
3:00pm	End of period 5

Assemblies

Each year group has one assembly a week.

Assemblies are about humanitarian and moral issues designed to make all our students care about each other. We promote the values of democracy, the rule of law, free speech, tolerance and mutual respect through our assemblies.

School Term Dates 2023-24

Dates for the Academic Year

Term dates can be found on our school website where there is also a calendar of school events and key dates.. (School events and key dates available on the website end of July).

Autumn Term 2023

Friday 1st September	INSET Day
Monday 4th September	Year 7 start at 08:30am
Monday 23rd to Friday 27th October	Half term
Friday 15th December	End of Term, school finishes 1pm
Monday 18th December to Monday 1st January	Christmas Break

Spring Term 2024

Tuesday 2nd January	INSET Day
Wednesday 3rd January	Term starts for all students
Monday 12th to Friday 16th February	Half Term
Thursday 28th March	End of term, school finishes 1pm
Friday 29th March to Friday 12th April	Easter Break

Summer Term 2024

Monday 15th April	Term starts for all students
Monday 6th May	Spring Bank Holiday
Monday 27th to Friday 31st May	Half Term
Tuesday 23rd July	End of term, school finishes 1pm

INSET Days

There are five INSET days during the academic year.

Two confirmed INSET dates— Friday 1st September and Tuesday 2nd January.

The remainder three INSET dates are to be confirmed shortly.

School Organisation

Students come to Ifield Community College from a wide range of local primary schools and we organise them into mixed ability mentor groups within their school year. Their progress mentor is the first point of contact for you if you have a query. Staff emails are available through the school website, under 'Contact us'. Please contact the school to make an appointment if you need to see a member of staff. If you arrive without an appointment, one will be made and you will be asked to return at that time. Due to teaching timetables and safeguarding it is not possible for staff to be available without an appointment.

There are regular opportunities for you to get up to date information on your child's progress at the following events:

Progress Review Days

There are three days in the school year where you and your child have the opportunity for a one-to-one meeting with your child's progress mentor to ensure they are on track academically, and that their successes are praised and any issues dealt with swiftly. Students are to attend the appointment in **full** school uniform.

Our use of these appointments is currently under review and we will advise you in the new school year how they will operate.

Parents' Consultation Evenings

This is an opportunity for you to meet each of your child's subject teachers to receive feedback on their progress and to ask subject specific questions. There is one parents' consultation evening a year with an additional evening for Year 7 in the autumn to ensure your child has settled in to school life successfully. Students are to attend the appointment in **full** school uniform.

Appointments for Progress Review Days and Parents' Consultation Evenings are booked online through [Parents' Evening System](#).

Go4Schools 4 SCHOOLS

This is the school's electronic data management system. All parents/carers will be able to view information about their child's assessment data which shows their progress in all subjects, attendance, positive rewards and incidents where students have failed to meet expectations, homework tasks and reports. <https://www.go4schools.com/>

Timetable

Students work to a 10 day timetable which is known as week A and week B with 5 lessons every day. Students will receive their individual timetables on the first day of term in September, which will tell you: The below is an example of a timetable for Week A.

RE	◇	7AKA/Re: This is the Mentor (AKA) and subject RE
7AKA/Re F22	◇	F22: :This is the class room your lesson will take place in
Mrs J MATTHEWS	◇	Mrs J Matthews: This is the subject teacher

Tuesday	Wednesday	Thursday	Friday
RE 7AKA/Re F22 Mrs J MATTHEWS	Art & Design 7AKA/Ar G11 Miss O HORN	English Language 7AKA/En S20 Mr J TANSEY	Music 7AKA/Mu F47 Mr G TREBAR
PE 7I/Pe1 G33 Ms K COSTIN	Design & Technology 7I/De1 G93 Miss K WITHAM	Spanish 7AKA/Sp S28 Mr I BROWN	Design & Technology 7I/De1 G93 Miss K WITHAM
English Language 7AKA/En S20 Mr J TANSEY	English Language 7AKA/En S18 Mr J TANSEY	Drama 7AKA/Dr G40 Miss B OSBORNE	Art & Design 7AKA/Ar G11 Miss O HORN
Mathematics 7I/Ma1 F07 Ms J BERGMEISTER	Science 7AKA/Sc S73 Miss L DRURY	Mathematics 7I/Ma1 F07 Ms J BERGMEISTER	History 7AKA/Hi F23 Mrs C JARMAN- SMITH
Science 7AKA/Sc S73 Miss L DRURY	Mathematics 7I/Ma1 F07 Ms J BERGMEISTER	PE 7I/Pe1 G33 Ms K COSTIN	Dance 7AKA/Da G40 Miss T McTHREDDER

Year 7 & 8– Key Stage 3

All students are given the opportunity to study a wide range of subjects. In years 7 and 8 the subjects are as follows: English, Mathematics, Science, Computing, French* or Spanish*, History, Geography, Food, Art, Drama, Dance, Music, PE, Design Technology, Philosophy and Ethics.

*Students follow one modern foreign language - French or Spanish - from year seven.

Relationship, sex and health education (RSHE) is mainly delivered through seven dedicated days for the whole school and through character sessions in mentor time.

Homework

We believe that homework plays an important part in developing the right attitude to work and study. It helps the student to learn:

- ◇ Time management
- ◇ Self-organisation
- ◇ Research skills

It also encourages students to develop their creativity. Homework provides a vital opportunity to consolidate learning. Homework is accessible via [Go4Schools](#)

To Live.
To Learn.
To Grow.

Ifield Community College Our Seven Year Journey

All student will experience a broad, balanced and rich curriculum

All students will leave with the levels of literacy and numeracy required for a successful future

All students will achieve the best possible outcomes through a research-driven curriculum & high expectations

All students will build character and develop culturally, socially, mentally and physically



School Life

Lockers

Lockers are available for students to keep their books, folders, PE kits and coats in. There is a charge of £25.00 per locker at the start of Year 7, which covers the use of the locker up to the end of Year 11. Lost keys are charged at a rate of £5.00 per key.

The locker remains school property. Where necessary, lockers may be searched.

Printing/Photocopying

Students will be given a set amount of free credit for printing/photocopying at the beginning of each year (September). Students who use up their full free allocation will be able to purchase additional credits through the Finance office.

Practical lessons

Some lessons such as Cooking and Nutrition, Art and Design and Technology require additional resources in order to deliver the practical element of the subject.

- **Cooking and Nutrition**

In year 7 students are scheduled to have 20 practical lessons where they will prepare and cook a recipe. Ingredients for practical lessons will be provided by the school at the cost of £10 per term, which be paid via parent pay at the start of each term or a **or a one off payment of £30** for the year can be paid to cover the cost of ingredients.

Students will only be given ingredients if they have paid their contribution or if parents have contacted their child's cooking and nutrition teacher to discuss any financial concerns relating to these payments. We will always work with our parents to ensure all pupils benefit from a broad and valuable experience of cooking and nutrition.

- **Design Technology**

We proudly offer a diverse and challenging design & technology curriculum to all our KS3 pupils. To allow us to continue with the range of practical tasks on offer, we ask for a **payment of £10** to contribute towards the cost of materials and supplies for the academic year.

- **Art**

Year 7: A voluntary contribution of £3 towards art materials.

Physical Education

All students participate in physical education lessons every week unless there is a medical reason why they should not take part. In these circumstances a letter from home must be provided explaining the reason why.

Activities include: Football, Rugby, Hockey, Cricket, Tennis, Table Tennis, Basketball, Volleyball, Cross Country, Athletics, Netball, Rounders, Gymnastics, Trampolining and Badminton.

In addition to this programme, there are inter-form competitions within each year, regular inter-school matches in several sports, lunchtime and after school clubs and practices. All give the children an additional opportunity to take part in team games and to further their individual interests.

Philosophy and Ethics

The school is secular and does not seek to promote any particular faith. Philosophy and Ethics lessons are given to all students in Year 7. Students investigate a wide range of philosophical and ethical world views on topics such as rules and laws, science and religion and founders. If you do not wish your child to attend Philosophy and Ethics lessons a letter must be sent to the Headteacher requesting their exemption.

Relationships, Sex and Health Education (RSHE)

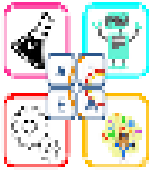
Our task is to prepare students for adult life following the statutory guidelines 2020. Therefore all students are taught basic anatomy and physiology of the body, about parenthood and responsibility, about loving and caring for other people. We endeavour to be honest but not provocative so that the children learn without being surprised and we do this by introducing different topics at different times and in different subject lessons and mentor time. For that reason it is not possible to send home notes informing parents on every occasion. If you wish to withdraw your student from all or part of the sex education aspect of RSHE then please contact Mrs Murphy-Dunn, emd@ifieldcc.co.uk

School trips

During the year we arrange trips to enhance students' learning in class. Where there is a charge, costs are kept to a minimum. Details of trips will be provided during the school year along with any related costs.

Extra-Curricular Activities

There are a range of clubs and societies which meet after school. They are open to all students focusing on sports, music, art, technology, science, drama, dance, homework and computing. Many subject areas stay open after the end of school to allow students to continue their work. However all students are expected to have left the college building by 5:30pm unless agreed by prior arrangement.



There is an active STEM (Science, Technology, Engineering, and Maths) group in each year. These work with the local universities to develop the 'inventors of tomorrow'. During the year there are parent workshops so everyone can take part!

In collaboration with Ardingly College as part of the Ardingly Ifield Solar project we plan to completely transform the STEM bus into a mobile workshop and classroom.



LRC - Learning Resource Centre

We have an excellent learning resource centre for students to use during lessons, break and lunchtimes. The centre is also supervised for an hour at the end of the school day to allow students to complete homework or coursework assignments. Students will be issued with an ID card for the LRC, which is used to borrow books. Throughout the year the LRC has visits from authors and also runs competitions.

Reading room

There is a new reading room fully equipped with fiction books to foster a love of reading for all students. Opening in September this is designed to support the great work students have done in developing their reading skills using Accelerated Reader.

Music tuition

Music tuition in a number of instruments is available through the West Sussex Music Service. Further information is available at www.westsussexmusic.co.uk.

Music is taught to all year 7 students, and there are many opportunities for students to participate in music outside the classroom.

ICT and the use of Computers

Students have access to computers as part of their curriculum and to use around the school for study and revision. Students will be required to sign a Student Network Agreement which sets out guidelines and conditions that students must adhere to. The agreement can be found on our website under 'School Information/School Policies' and is valid for the duration of the students education at ICC. The use of portable memory devices, such as memory sticks are not permitted at ICC. Students are encouraged to save their work to the Microsoft OneDrive. We will assign students with a Microsoft365 account that will entitle them to an email account and use the latest versions of Word, Excel, Outlook, PowerPoint and other Microsoft office programmes

If your child needs help with this, there is information on our website , under 'School information'

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of all students. We want to make sure all our students are safe in school, at home, on line and in the community. We have policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes.

All concerns are passed through members of staff who are trained as 'Designated Child Protection Officers' in school in compliance with the HM 'sharing of information' guidance March 2016. Staff are required to report any causes of concern to the school's safeguarding team.

If you have any concerns about your child, another student or a member of staff at Ifield Community College please contact the designated safeguarding member of staff (DMS) who will be able to provide you with the best advice and help using the appropriate degree of confidentiality.

There are more details on our website under ['Safeguarding'](#)

Ifield Community College – Home School Agreement

Each child's success is a product of the working relationship between school, parent/carer and student.

The school will

- Provide a learning environment that is stimulating, safe and caring
- Treat everyone with respect
- Ensure that each pupil has the opportunities, support and guidance to achieve their full potential
- Feedback regularly on each pupil's progress
- Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility
- Keep parent/carers informed about school matters, be welcoming to enquiries and responsive to concerns
- Record and reward good behaviour, effort, progress and performance
- Offer extra-curricular activities that will develop broader skills to prepare for life and the world of work
- Uphold standards of behaviour with appropriate consequences
- Inform you of rewards and sanctions

As a parent/carer we will

- Ensure my/our child attends school in correct uniform, arrives on time and is properly equipped for school
- Encourage my/our child to work hard and support them in homework and reading
- Attend parents' consultation evenings and progress review days whenever possible
- Support the school's policies and guidelines as outlined in the school website and parents' handbook
- Allow my/our child to attend off-site visits
- Agree to the sanction policy of the school and support its implementation
- Make sure that time is not taken out of school unless it is unavoidable
- Encourage my/our child to participate in the extracurricular opportunities offered by the school
- Inform the school of any relevant information regarding my/our child

As a student I will

- Be a proud and positive ambassador for ICC
- Work hard in class and at home, so that I can achieve my full potential
- Treat others as I would wish to be treated
- Put the needs of others before my own
- Attend the school in correct uniform, be on time and be properly equipped
- Meet the expectations of BFL, behave responsibly and be respectful to others in the school and in the wider community
- Take part in extra-curricular activities offered by the school
- Care for the environment – in and out of school · Complete homework on time
- Attend detentions and isolation if necessary
- Be someone others can be proud of

Safeguarding Team IC

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Designated Safeguarding Lead



We strive to make sure all our students are safe in school, at home, on-line and in the community. Our staff are here to help keep you safe and to promote your personal safety and well-being.

We're here to help

Deputy Safeguarding Leads

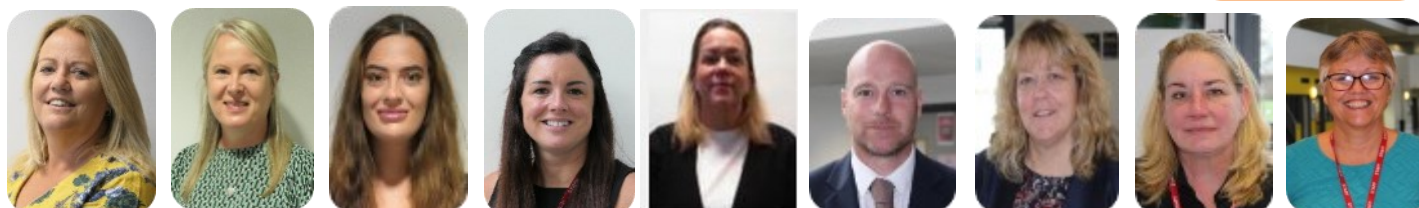
**Miss R Baverstock
& Mrs G Clarke**



Safeguarding Officers



Don't put up with it.
Tell Someone!



Child Protection Policy can be found on the school website:

www.ifieldcc.w-sussex.sch.uk -> Our School -> School Polices -> Child Protection Policy

If the Safeguarding Team is not available, please contact the Head Teacher, Mr R Corbett.

The College Council

All mentor groups are represented on the College Council which meets at least twice a term.

The Council is designed to:

- ◇ Ensure there is a productive two-way dialogue between the school and the students on all matters which are thought to be of importance
- ◇ Help with fund raising activities such as coming up with innovative ideas to raise money , design posters and promote events around the school

Classroom Expectations

- ◇ Listen to the teacher and each other
- ◇ Focus on your learning and do not stop others learning
- ◇ Arrive on time
- ◇ Wear correct uniform
- ◇ Be equipped for the lesson
- ◇ Follow instructions without challenge
- ◇ Use appropriate and respectful language

Behaviour Guidelines

The full school [Behaviour policy](#) can be found on our website.

The school believes in rewarding good behaviour and attitudes to learning, whilst also providing consequences for poor learning choices to encourage good learning behaviours.

We have produced a simple set of expectations, which are used in every classroom to reward and reinforce positive choices and to ensure that any disruption is challenged fairly but swiftly so lessons progress well. These expectations are listed on the school website.

Students that have shown hard work, positive choices and have a good attendance record are rewarded with reward points. Students that have accumulated enough points have the opportunity to attend a Reward Event at the end of each half term.

Reward System

Students who are meeting classroom expectations receive reward points as follows:	If students do not meet the school's expectations the following consequences apply:
R1 - Positive contribution to the lesson (1 point)	C1 - Verbal warning(-1 point)
R2 - Consistently positive lesson (3 points)	C2 - Final verbal warning(-3 points)
R3 - Sustained positive learning over a series of lessons (6 points)	C3 - Whole school detention (45 mins)(-6 points)
R4 - Great extended work or meeting targets(10 points)	C4- Removal from lesson. (-10 points)
R5 For great extended work over a series of lessons or meeting targets	

Detentions and Alternative Provision (AP) :

There may be times when your child is required to stay for a detention after school. Parents/carers will be provided with 24 hours notice of any detention given. If a student fails or refuses to attend any scheduled detention then they will be issued with a new detention that will be held in the Alternative Provision room from 3.00pm to 4.30pm the following day. If a student fails or refuses to attend the detention in the Alternative Provision room, then the school's behaviour policy will be followed and the student will be placed in Alternative Provision the following day as well as completing their 3.00pm to 4.30pm detention.

When a student is placed in AP their breaks will be at a different time to the main school. Parents will be contacted by the AP staff to inform them that their child is in the AP.

Uniform

The school works in partnership with the online uniform supplier Premier Sports <http://icc-uniform.kitfor.co.uk/> from where the school uniform, Drama and PE kit can be purchased.

We are aware that some families are experiencing financial hardship currently and, if the costs of uniform are difficult to meet, please contact finance@ifieldcc.co.uk to discuss ways in which the school can support you.

For all students:



- Flat, black plain formal shoes
- White shirt (button at the neck, short or long sleeved, no cap sleeves)
- School tie * (blue—Year 7 Sept 2023)
- Black v-neck sweatshirt - school logo (optional)*
- Blazer – school logo*
- Straight leg black trousers
- Students can also wear a black pleated skirt
- Black, white or grey socks/black thick tights **
- A school bag suitable to carry books
- Students may choose to wear religious head-covers (e.g. turban/ hijab) and those with Afro hair are permitted to wear African headwraps/ durags. These must be plain black or white with no decoration or fringing.



* Items to be purchased through our online supplier Premier Sports. We hold a small selection of school ties, please call the school on 01293 420500 in advance to check the availability.

All other uniform items can be sourced from any retail shop.

** Socks must be worn below the knee.

Items not permitted:

- Open toe sandals, backless shoes, heeled shoes, canvas, plimsolls, boots or boots ***
- Jackets, hoodies, hats, caps (other than those outlined above) and outdoor coats are not permitted inside the building
- Skinny leg, hipster, ¾ length, leggings, lycra, cotton chino or any other fashion trousers
- False nails and extensions are not permitted. This includes acrylic nails.
- Coloured nail polish. Natural colour permitted
- Excessive make up. No heavy makeup or false eyelashes. Discrete makeup will be allowed.
- Tattoos
- Jewellery (unless a religious requirement)
- Ear, facial or body piercing, they are considered a Health and Safety risk. If a student comes into school wearing any piercing item, the student will be asked to remove it, regardless of when the piercing was done.
- Hairstyles or shaved patterns which may cause offence
- Hairbands are to be discreet and not decorative

Progress Mentors check daily to ensure students are wearing the correct uniform as outlined above. A parental note must be provided if a student is unable to wear their full school uniform. If a parental note is not provided, students not wearing full uniform will be placed in Alternative Provision until the matter is resolved.

Whilst the advice above intends to cover our experiences of uniform queries it is not a comprehensive list of all possible queries. For items that do not have specific advice we will apply our judgement in line with advice above and the school decision will be binding.

*** Many manufacturers describe their footwear as 'school shoes'. This can be misleading (see examples of acceptable/unacceptable shoes).

Examples of Acceptable Shoes



Examples of Unacceptable Shoes



Physical Education Kit

All students must wear their P.E. kit for every P.E. lesson. Watches, valuables (including mobile phones etc.) are to be either left at home or safely stowed in lockers before the beginning of lesson, as P.E. staff are not responsible for any losses.

Kit must be brought to lessons even if there is a valid reason why students are not taking part, as they will be given non-physical roles within the lesson and the P.E. department would not like their school uniform to be damaged or get dirty.

ICC Required PE Kit

Red polo shirt (PE) - college logo** or plain red polo shirt from any retail shops

Reversible rugby top - college logo *

Black shorts

Black leggings

Black or white socks

Trainers - Astro turf trainers suitable for artificial grass, indoor sports hall and field. Plimsolls, vans and converse type trainers are NOT suitable.

Optional Extras

ICC 1/4 PE Top**

Black tracksuit bottoms

Shin pads

(These are recommended for personal protection in contact sports.)

Gum shields

(These are devices used to protect students from injury while playing contact sports.)

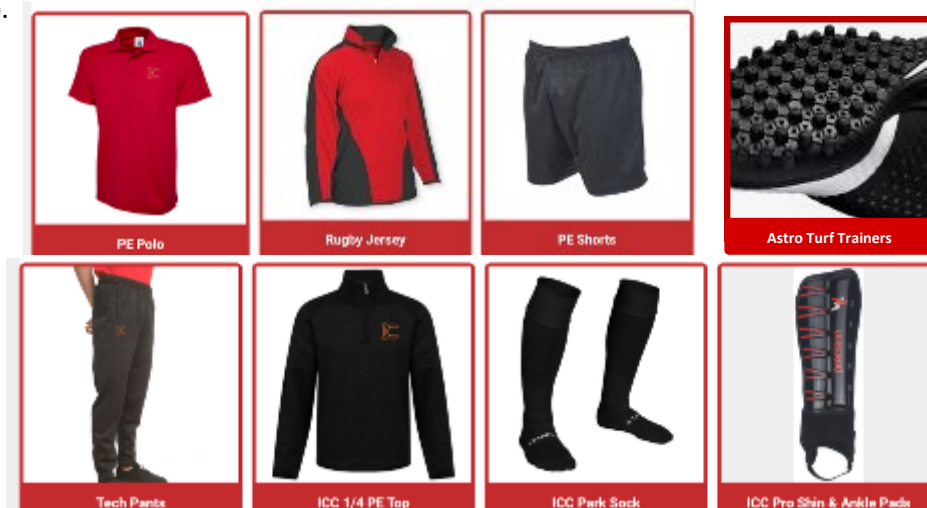


Items marked * to be purchased through our online supplier Premier Sports.

Items marked ** are recommended to purchase through our online supplier.

All other PE essentials can be sourced from any retail shop.

The school works in partnership with the online uniform supplier Premier Sports <http://icc-uniform.kitfor.co.uk/> from where the school uniform, Drama and PE kit can be purchased. All other PE essentials can be sourced from any retail shop.



Dance and Performing Arts Kit

All students must wear their Dance kit for every Dance and performing arts, Arts Award lesson. Watches, valuables (including mobile phones etc.) are to be either left at home or safely stowed in lockers before the beginning of lesson, as performing arts staff are not responsible for any losses. Hair that's at shoulder length and longer must be tied up.

Kit must be brought to lessons even if there is a valid reason why students are not taking part, as they will be given non-physical roles within the lesson and the Performing Arts faculty would not like their school uniform to be damaged or get dirty.

Key Stage Three Dance and Performing Arts Kit

- Black polo shirt (Dance) - college logo * or plain black polo shirt from any retail shops
- Black shorts
- Black leggings
- Bare feet



Key Stage Four GCSE / BTEC / RSL Dance

- Black Leotard
- Black leggings
- Black shorts
- Optional purchase of KS4 Dance fitted T shirt and jumper with personalised initials.
- Bare feet

* The school works in partnership with the online uniform supplier Premier Sports <http://icc-uniform.kitfor.co.uk/> where the KS3 Dance polo shirt can be purchased.

All other Dance essentials can be sourced from any retail shop.

Personalised KS4 Dance Kit is available through school order when your child start KS4 option in Year 9. See Ms Haynes for further details.

Leotards can be purchased from [Move Dance Loren Leotard - Move Dance \(movedancewear.com\)](http://movedancewear.com)

Key Stage Three and Four Drama

School uniform

Students can remove their blazer during the lesson.

Students can bring trainers

Should have ribbed soles that provide a secure footing.

Therefore plimsolls, vans and converse type trainers are NOT suitable

School bags and other equipment

Parents/Carers will appreciate that text books are costly so it is important that each student should be equipped with a large strong bag. You are asked to ensure that it is not over-sized but large enough to take a fair number of books and A4 ring binders without bending or distortion. Back packs and messenger bags are our preferred style.

Students are required to have pencil case to carry their equipment. This should contain a minimum of a black and a green pen, pencil, ruler, eraser and a protractor. Students can use their own coloured pencils and felt tips. Black pens are required for all written work and examinations. (A clear pencil case is required for mock and external exams only).

It is essential students have a scientific calculator for their lessons. Aurora AX-595TV is the brand we use in school.

Students can purchase pencil cases containing equipment and scientific calculators from our Finance Office at a lower price than high street prices.



Mobile Phones

Although students are permitted to bring a mobile phone into school they must be switched off and carried in their school bag or placed in their locker.

Students must not use a mobile phone anywhere in school during the school day, except under the specific direction of a teacher. Any student found using their mobile phone during the school day, including break and lunchtimes will be issued a C3 sanction and may have the items confiscated and returned at 3pm via Student Reception, or a parent/carer maybe asked to come in and collect the devices from the school.



Care of property

The County Council has no legal liability to make good personal property damaged, lost or stolen on the premises. It is important therefore that students should not bring money in to the school unless it is for paying for their break and lunch, or school trips. Students should only bring items that are actually required for the school day. Students are not to bring expensive items into school and if they do it is at their own risk.

Catering Arrangements



Students have the opportunity of breakfast before school; choices available are cereals, toast and hot items of food each day, and fruit. During break and lunch time our school catering offers hot and cold healthy nutritional snacks, meals and drinks at affordable prices (see sample menus). The meat option which most of the time is halal, but this can change due to supplier availability.

There are vegetarian options available on daily basis and selection of grab & go items, which again can be either halal or vegetarian.

The catering staff have information available on daily basis and can help students with their choice.

Working in partnership with BAM, the School operates a cashless biometric catering system. On receipt of a completed consent form, students will have their thumb measurement taken enabling them to access the biometric system. Where consent is not given, students will be allocated a PIN.

Once the biometric account is set up, cash can be added manually using the revaluation (paying in) machine located in the school atrium.

Alternatively, parents/carers can set up a ParentPay account to pay online for their child's school meals. Parents/carers will be provided with a letter giving instructions on how to set up an account. For the first few days of term you may wish to provide your child with cash to pay in to the revaluation machine.

The tills in the canteen do not accept cash.

Free school meals are available for eligible students. More information and application forms are available from the school office, our website or can be completed online via the West Sussex County Council website/ Free School Meals. Students who are eligible for free school meals will have their accounts credited on a daily basis with the appropriate amount which must be spent on that day. **PLEASE DO NOT LOSE OUT** - by registering your child/children for free school meals ICC will receive a Pupil Premium Grant to support your child's education.

Packed Lunch

Students are welcome to bring a packed lunch to school. However, parents are requested to ensure they provide a healthy lunch. Crisps, sugary snacks and fizzy drinks are not permitted.

We have water fountains around the school building. Students are encouraged to refill their water bottles at the start of the school day, at break and at lunchtime for use during the day.

For the safety of the students they are not permitted to leave the school premises during break or lunch times.





This Menu is available on the following weeks, dates commencing: 3rd & 23rd January, 13th February, 6th & 27th March 2023

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Pasta bolognese, cheesy garlic bread, garden salad	Chicken sausage, crushed potatoes & peas, onion gravy	Jerk Chicken, dirty rice, pineapple slaw	Moroccan style beef, couscous, slaw, Fattoush salad	Fish & Chip Shop
Vegetarian Meal	Mac & cheese gratin, garden salad	Quorn sausage, crushed potatoes & peas, onion gravy	Sweet potato & bean stew, dirty rice, pineapple slaw	Vegetable & chickpea tagine, couscous, slaw, Fattoush salad	
On the side	Choose from our selection of fresh vegetables, salad, potatoes or rice or pasta. Our Daily Menu will confirm day's offer. Chips are served on Fridays				
Pasta & Jacket Bar	Jacket Potato - Add your Choice of topping from our freshly prepared selection Pasta of the day				
Family Favourites	Cocoa brownie	Apple crumble, vanilla custard	Jamaican ginger sponge	Moroccan lemon cake	Jam doughnuts

A daily selection of Fresh Grab & Go items is also available.



This Menu is available on the following weeks, dates commencing: 9th & 30th January, 20th February, 13th March 2023

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	BBQ chicken drumstick, spiced potato wedges, slaw	Beef ragout lasagne, garlic bread, winter vegetables	Spanish style roasted chicken thigh, patatas bravas, citrus vegetables	Malay chicken curry, pineapple rice, flat bread	Fish & Chip Shop
Vegetarian Meal	Five Bean burger, spiced potato wedges, slaw	Vegetable lasagne, garlic bread, winter vegetables	Vegetable Paella, citrus vegetables	Quorn rendang curry, pineapple rice, flat bread	
On the side	Choose from our selection of fresh vegetables, salad, potatoes or rice or pasta. Our Daily Menu will confirm day's offer. Chips are served on Fridays				
Pasta & Jacket Bar	Pasta & Jacket Potato - Add your Choice of topping from our freshly prepared selection Pasta of the day				
Family Favourites	Coconut corn maize pudding	Chocolate sponge & chocolate custard	Cinnamon sugared churros	Sticky toffee pudding, toffee sauce	Shortbread

A daily selection of Fresh Grab & Go items is also available.
Some dishes may vary and are subject to availability.



We also offer a Halal food choice at each service.

Communications

As a paperless school, we strongly encourage parents and carers to register an email address with the school as email is our form of communication. If you do not have access to an email address, please contact the school to organise paper copies of important communications in the form of letters home to be sent home via your child.

We also communicate important reminders and news items through our school website, Facebook and Twitter social media pages.

Absences

If a child is poorly we like to hear immediately so that we can account for their absence. There is an 24 hour absence line available for parents/carers to call on 01293 842936 and leave a message or you can send an email to absence@ifieldcc.co.uk

Every absence by a student must be covered by a note written by the parent/carer. This should be given to their progress mentor on their first day back to school.

Students that are absent for more than 3 days may be asked to provide medical evidence.

It is an expectation that all students achieve 95% or above attendance in an academic year.

Term Time Holiday Requests

The school does not authorise any holiday requests during term time. Under the Government regulations, which came into effect on 1st September 2013, Headteachers are no longer permitted to authorise any leave of absence during term time unless there are exceptional and/or unavoidable circumstances. It is anticipated that such situations will be rare and any requests must clearly demonstrate why circumstances are exceptional/unavoidable and can only be undertaken in term time.

First Aid

Any student taken ill is looked after until a parent/carer can come and take the child home, or until the child is well enough to return to lessons. We do not send sick children home without permission from parents. Students are not permitted to contact parents themselves, they must report to the medical room.

Minor accidents and injuries do inevitably happen but they are dealt with on the spot by our trained first aiders. It is important that the school has an up to date telephone number for home, work or family members so that we can contact parents/carers in an emergency.

Medication.

Most children will at some time in their school career have short term medical needs which involve the administration of medication, such as finishing a course of antibiotics. Some children will be prescribed medication on a long term basis, including reliever inhalers for asthma. Whenever possible, parents/carers should ask their doctor to prescribe medication in dose frequencies which can be administered outside of school hours.

More information regarding medication can be found in the [Managing Medicines Policy](#) available on the school website

Bicycles

Students can cycle to school and secure their bicycles in the bicycle sheds at the back of the school.

Parents/carers are asked to make sure that the bicycle is roadworthy, to impress on the child the need for the greatest care and to encourage him/her to take a cycling proficiency course and test as soon as possible. In line with the Highway Code, all cycles must have two working brakes. The importance of

proper lights and visible jackets during the winter is clear. Reflective bands are to be encouraged.



All cycles should be padlocked; combination locks are not recommended. All accessories should be removed from the bicycles before being left in the sheds.

The sheds are locked in the morning and are re-opened at the end of school day.

If a bicycle is required before the end of the day please see reception who will assist you.

Bus

Metrobus route 3 operates the bus route passing the school. The bus stops are located just outside on Crawley Avenue.

Car

Parents/Carers may drop and pick up their children outside the school. Please be advised that at the start and end of the school day the road into the school becomes very congested.

Walking

Many of our students walk to and from school. There are several entrances into the school:

1. Entry from Crawley Avenue. We ask that students are aware of the dangers associated with this busy road and only cross over at the traffic lights
2. Subways from either The Dingle or Quantock Close, West Green
3. Pathway leading from The Mill Primary
4. The pathway from Lady Margaret Road. To safeguard our students this entrance is locked from 9am-3pm.



What you will need for your first day:

- Uniform, have a look at the uniform section and make sure you have everything
- School bag: rucksack, back pack or messenger bag. Is it large enough to carry books and A4 folders?
- Pencil case including pen, green pen, pencil, sharpener, rubber, ruler, calculator and a protractor
- Remember to bring a water bottle
- Catering:
 1. Please bring in money to pay for food during break and lunch
 2. Bring a healthy packed lunch. Crisps, sugary snack or fizzy drinks are **NOT** permitted
- Your P.E. kit is not needed for your first day. When you have PE you will need a separate bag for your P.E. kit
- Remember to practice tying your school tie making sure the ICC logo is on show. You will need to know how to tie your tie after P.E. lessons

We look forward to welcoming you in September