



# Welcome Booklet 2024

# Student Information





# Welcome to Felpham Community College!

All of us at Felpham Community College (FCC) welcome you to our school and look forward to meeting you soon.

We know you will find FCC an exciting place to learn and make new friends.

Days to look forward to...

## **Welcome Day**

You will get a taste of life at the school on one of our Welcome Days, either Thursday 20th June or Thursday 27<sup>th</sup> June, depending on which Primary School you attend.

## **New Intake Day**

You will have the opportunity to meet your form tutor and the other students in your new tutor group on Wednesday 3<sup>rd</sup> July.

## **New Intake Evening**

You and your parents/carers are invited to the school to meet your year leader and form tutor on the evening of Monday 8<sup>th</sup> July.

I look forward to meeting you soon.



**Ms S Pike**  
**Headteacher**

## Year 7 Team

We are really looking forward to you starting with us in September. If you need any help, information or support, you can always speak to a member of the Year 7 Team below or your form tutor.



**Mr E Whiffin**  
Deputy Headteacher



**Mr D Summers**  
Assistant Headteacher



**Mr T James**  
Year 7 Leader



**Mrs C Irish**  
Year 7 Manager



**Mr J Ross**  
Assistant Year Leader

Your first point of contact is your form tutor, as you will see them every day and they are here to help you settle in and to become the very best that you can be.

However, there are also some other key people to help you during your time, see below and our 'Who is here to help?' poster on the next page.

**Miss L Szymura - Assistant Headteacher:** Miss Szymura is the school's Designated Safeguarding Lead who oversees the wellbeing of students.

**Mrs Covill, Safeguarding and Inclusion Lead:** Mrs Covill is the person to talk to if you have any worries about your safety or another student's safety. Mrs Covill works closely with form tutors, year leaders, year managers and the Learning Support Unit to ensure all students here are kept safe. The Learning Support Unit work hard to support our students in need of some extra support for a number of different reasons. They have their own unit on the edge of the school so that students can access a quieter space when in need of support.

**Mrs Stout, Welfare Assistant:** Mrs Stout works with students who need medical interventions throughout the day for existing and new conditions. If you feel ill at break or lunch time you can visit her office and she will assess how you are. If you feel ill during lesson time you need to let your teacher know and they will email Mrs Stout, who will ask the teacher to send you to the medical room, if needed. She will contact your parent/carer to collect you if necessary.

**Mr Foster, Curriculum Support:** Mr Foster leads his team in supporting students who may need some help in accessing their learning. From helping with reading and writing to working alongside students in class, the team are always helping you maximise your potential.

**Mr Thraves, Librarian:** Mr Thraves is always happy to recommend new titles to you and will even buy in requested books if we do not have the latest instalment in a popular series. He also runs the school stationery shop and oversees students who choose to do their homework in the library. At different points in the year, there will be different reading clubs for you to join.



# Who is here to help?

Everyone listed below works collaboratively

## FCC Safeguarding Team

**Miss Szymura** – Assistant Headteacher and Designated Safeguarding Lead

**Mrs Covill** – Designated Deputy Safeguarding Lead

**Miss Jarvis** – Online Safety Co-ordinator

Miss Szymura and Mrs Covill have offices at FCC, or can be contacted via their staff email address or

[safeguarding@felpham.org.uk](mailto:safeguarding@felpham.org.uk)

Miss Jarvis is based in English.

## Teacher Support

**Your Form Tutor** - Your Form Tutor is your first point of contact if you need to speak to an adult at FCC.

**Your Year Office** - You have your Year Manager, Year Leader and Assistant Year Leader who are based from your Year Office. Please remember, your Year Leader and Assistant Year Leader are also teachers and having a teaching timetable.

**Your Classroom Teacher** - If you have a question or issue about a specific subject, you should speak to your subject teacher first, or the Curriculum Leader if appropriate.

## The Learning Support Unit

This is open at break and lunch time, and you may be referred to attend within lesson time by your Year Office or another member of staff. The LSU is a safe and supportive place that you can come to when you have any worries. However big or small the concern, they welcome anyone who is struggling.

## The FCC Worry Button

If you have a concern or are worried about something that you feel uncomfortable discussing in person, you can use the FCC School worry button, available through the school website.

## Student Support

- ❑ **Student Leadership Team** – These are year 13 students who are available to help if you want advice from someone closer in age to you. They have received safeguarding training. They can be contacted on [studentleadership@felpham.org.uk](mailto:studentleadership@felpham.org.uk) or have an office which they run lunchtime drop-ins from.
- ❑ **Student Council Representatives** – We have around 20 Reps for each year group. Some of these also sit on our Whole School Council. They are available if you have any (sensible!) school suggestions. You can email them or see them around school.
- ❑ **Resilience Ambassadors** – These are a group of students from years 9 and 10 who have received safeguarding training. They run the 'Safe Space for Everyone' lunch time club in V1, open to all students, and they also go out on patrol at lunchtime to support younger students and help with any friendship issues / concerns.
- ❑ **Peer Mentors** - These are students in year 10 who are available to support year 7 students. They are allocated to form groups at the beginning of year 7 and the younger students can use them to support them settling into secondary school life.

## **Student Leadership**

We have a Year 13 Student Leadership Team at Felpham Community College.  
Our Head Student for Rights Respecting Schools, Hollie Jones (below) is also the link for our new Year 7 students.



Hollie will be attending the Welcome Days and New Intake Day.

She will also be present at your first day at FCC and will be around school at break and lunchtimes to support our new Year 7 students.



**Felpham Community College  
is a  
Rights Respecting School**

**We have three key student expectations:**



### **1 - Work hard**

Article 31: Every child has the right to plan, relax and join in a wide range of cultural and artistic activities

Article 29: Education must develop every child's personality, talents and abilities to the full

### **2 - Turn up everyday**

Article 3: The best interests of the child must be a top priority

Article 19: The school must do all they can to ensure that children are safe from violence, abuse and neglect

### **3 - Be nice**

Article 2: The charter applies to every child whatever their ethnicity, gender, religion and abilities

Article 14: Every child has the right to think and believe in what they want and to also practise their religion

## **Arrangements for New Intake Day Wednesday 3<sup>rd</sup> July 2024**

During this day you will find out more about your new school.

You will be introduced to your form tutor and will be able to get to know the rest of the students in your tutor group,

### **You should bring:**

- A few pens and pencils
- Packed lunch (if you have free school meals this will be arranged for you)

### **On arrival:**

- You will be met at the front gate from 8.15am by your year leader, assistant year leader and year manager. If it is raining you will be directed into the main hall.
- You will be shown into the Arun Leisure Centre sports hall.
- Your year leader will tell you which tutor group you are in and introduce you to your form tutor.
- During the morning, you will spend time in your new tutor group - getting to know each other and your form tutor. You will also find out what lessons are like at school.
- The day will finish at 2.50pm.

## **Arrangements for the First Day of Term Wednesday 4<sup>th</sup> September 2024**

### **You should bring:**

- Bag (named, strong and suitable)
- Reading book
- Keyring for your locker key
- Packed lunch (unless you are going to use the canteen)
- Bottle of water in a clear plastic bottle - we have FCC reusable bottles for sale at £1.50
- Pencil case (named) containing:
  - Pens (black, blue and red)
  - Pencils
  - Coloured pencils
  - Ruler
  - Eraser
  - Basic calculator
  - Sharpener

Please note that we sell all of the equipment needed above at low cost in the stationery shop in our Library.

### **On arrival**

- You should make your way to your tutor room from 8.15am where you will be met by your form tutor.
- From there, you will spend time with them and attend an assembly.
- You will be given your timetable and your locker key and will see where your lockers are allocated.
- You will be taught lessons during periods 3 to 6.

## The School Day

The school day begins at 8.25am and ends at 3.00pm. During the day you will have six different lessons each of which last 50 minutes. The day is divided up like this:

The school day - lesson timings	
8.25	Warning Bell
8.30 - 8.35	Registration
8.35 - 9.00	Tutor Time or Assembly
9.00 - 9.50	Lesson 1
9.50 - 10.40	Lesson 2
<b>10.40 - 11.00</b>	<b>Break</b>
11.00 - 11.50	Lesson 3
11.50 - 12.40	Lesson 4
<b>12.40 - 1.15</b>	<b>Lunch</b>
1.15	Warning Bell
1.20 - 2.10	Lesson 5
2.10 - 3.00	Lesson 6
<b>3.00</b>	<b>End of day</b>

## Stationery Shop

At Felpham Community College students are expected to be well equipped for lessons. We run a stationery shop in the school library on a daily basis that offers good value for money and includes a starter pack, priced at £15.00, which includes:

- A pencil case
- Handwriting pen
- 4 Eziball biros
- A set of colouring pencils
- A ruler
- A pencil
- A highlighter
- A maths set and a scientific calculator

The library often stocks other items like folders, dividers and different pens, feel free to go there and see what they have in stock.

## Frequently Asked Questions

<b>What time do I need to be at school?</b>	You are allowed into the school buildings at 8.25am. When the weather is bad, you will be allowed in at 8.15am.
<b>Where do I go at break and lunchtime?</b>	Outside or to the café or the main hall unless the 'wet break' bell goes, in which case you go to the cafeteria or your designated 'wet break' room.
<b>Can I drink water in lessons?</b>	Yes (most of the time) provided it is in a clear plastic bottle. Reusable bottles are available for sale in the Library.
<b>Are there any places I must not go?</b>	<ul style="list-style-type: none"> <li>• Arun Leisure Centre (unless supervised), behind the Arun Leisure Centre and north of the Astro turf (marked by a red line).</li> <li>• The staff car parks, kitchen compound and the paved area in front of the staff entrance.</li> <li>• The Sixth Form study area and the quad.</li> <li>• Students are not allowed to use the Reception area to access other areas of the school.</li> </ul>
<b>Am I allowed to bring my mobile phone to school?</b>	Yes, it must be kept in a bag or blazer pocket and switched off at all times whilst on the school site.
<b>Where is my Year Office?</b>	In the South Building opposite the café entrance.
<b>Where are the toilets?</b>	Look at the map - they are clearly marked on it.
<b>Am I allowed to cycle to school?</b>	<p>Yes, there are storage racks for bicycles.</p> <p>We have CCTV cameras to enhance security but you must lock your bicycle.</p> <p>While we do our best, neither FCC nor WSCC can accept responsibility for stored bicycles.</p> <p>We strongly recommend all students wear cycle helmets.</p>
<b>Are there any things I must not bring to school?</b>	Yes, anything that is dangerous, for example laser pens, fireworks, knives and catapults, matches and lighters. Anything that might cause damage to our learning environment, for example chewing gum, Tippex, bottles of ink.
<b>Is PE compulsory for all students?</b>	<p>Yes, students across England between the ages of 5-16 years must actively participate in PE lessons to develop skills, knowledge, enjoyment and lead a healthy lifestyle.</p> <p><b>Please note:</b> You need to bring your full PE kit to every lesson, (including swimming lessons) even if you are not participating physically in the lesson and have a note from home; this is so you can get changed and participate in the lesson in another role e.g. coach.</p>
<b>How do I get a locker key?</b>	<p>Lockers are provided as near to your tutor room as possible. If your parent/carer has paid the locker key deposit, your form tutor will give you a locker key once they are available.</p> <p><b>Please put this on a keyring to keep it safe.</b></p>



### What shall I do if.....

<b>I get lost?</b>	Look at the map in this booklet or ask another student or teacher.
<b>I am late?</b>	<p>Before 8.45am go to your tutor room as usual or wait outside the assembly room door and see your form tutor after assembly.</p> <p>After 8.45am go to the Attendance Office to sign the late book. The Attendance Office is N8B, ground floor of the North Building, in the English department.</p>
<b>I lose some of my property?</b>	<p>Check in the room where you think you left it and ask the teacher. Go to Reception and ask there.</p> <p><b>(Make sure your property is clearly labelled.)</b></p>
<b>I lose my locker key?</b>	<p>You should tell your form tutor or year office.</p> <p>Your parent/carer will need to pay £5 for a replacement key, this can take a while so please keep your key safe, on a keyring.</p>
<b>I cannot wear my full uniform?</b>	Ask your parent/carer to contact your year office or form tutor. Alternatives will be provided where appropriate.
<b>I forget my lunch?</b>	Go and see your form tutor or year office.
<b>I feel ill?</b>	<p>If you feel ill during a lesson, tell your teacher. They will speak to you and, if appropriate, they will email the Welfare Assistant to ask if you can go to see her in the Medical Room.</p> <p>Students can go straight to the medical room during break and lunch times.</p>
<b>I am unwell and not able to attend school?</b>	Your parent/carer should either telephone or email the school in the morning for each day you are unwell, explaining the reason for your absence.
<b>I need a Holiday Request Form?</b>	<p>Go to the Attendance Office to collect a form.</p> <p><b>Please note:</b> No holidays will be authorised for any year group unless there are exceptional circumstances agreed by the Headteacher or the designated Deputy Headteacher.</p>
<b>I get into a muddle with organising my homework?</b>	Talk to your form tutor or peer mentors.
<b>I forget to do a piece of homework?</b>	Tell your teacher straight away.
<b>I have friendship problems?</b>	Talk to your form tutor, year manager or peer mentors.



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