



**The Ellesmere Port**  
Church of England College

# Parent Handbook

2025 - 2026



**Frank Field**  
Education Trust



All are welcome at the College... Alvanley and Manley Village School  
Brookside Primary School Cambridge Road Community Primary  
School Christ Church Church of England Primary School Elton Primary  
School Little Sutton Church of England Primary School Meadow  
Primary School Our Lady's Star of the Sea Catholic Primary School  
Parklands Community Primary School Rivacre Valley Primary School  
Rossmore School St Bernard's Catholic Primary School St Mary of  
the Angels Catholic Primary Sutton Green Primary School The Acorns  
Primary & Nursery School The Firs School The Oaks Community  
Primary School Westminster Community Primary School Whitby  
Heath Primary School William Stockton Community Primary School  
Wolverham Primary & Nursery School Woodlands Primary School

**My Child's Form Tutor is:**

**My Child's Learning Coach is:**

**My Child's Head of Learning is:**

## WAYS TO GET IN TOUCH:

### **College Address:**

The Ellesmere Port C of E College  
164 Whitby Road  
Ellesmere Port  
Cheshire  
CH65 6EA

### **Executive Head Teacher X (Twitter):**

@CathGreenEPC

### **Social Media:**

@TheEPCollege

Facebook/EllesmerePortCollege

**Telephone:** 0151 350 6000

**Email:** info@epcollege.org

**Website:** www.epcollege.org

For emergencies, please call  
Main Reception on 0151 350 6000.



**The Ellesmere Port**  
C of E College



# WELCOME FROM THE EXECUTIVE HEAD TEACHER

I am extremely proud and privileged to introduce myself as Executive Head Teacher of the Ellesmere Port Church of England College or as we fondly call it EPC. We are proud of our identity as a Faith school and Christianity is at the heart of everything that we do. Our core belief is that the College is a place where all children can and do learn. The vision is simple; to ensure that every one of our pupils leaves with the intellectual, cultural and social capital to lead a choice filled life. We do this by ensuring that all children have the best education and the best opportunities. We aim to instil into pupils a desire to be the best they possibly can be and, in doing so, will enable them to make a real difference to society. Their understanding of our Moral Virtues enables them to achieve this and aspire to be more.

As a school we benefit greatly from being part of the Frank Field Education Trust. The trust formed with the explicit intention of delivering world-class education through academic excellence, a rich curriculum and wider opportunities for all children. FFET was founded by the Rt. Hon. Lord Frank Field, and its vision of 'Social Justice through Excellence in Education' ensures that no child is left behind, regardless of background.

My commitment to you is that my staff will work tirelessly to support your child with their education over the coming years and we look forward to welcoming you into the EPC community which is at the heart of Ellesmere Port.

**Cath Green**  
**Executive Head Teacher (The Ellesmere Port C of E College) and**  
**Deputy CEO (Frank Field Education Trust)**



**The Ellesmere Port**  
C of E College

# YOUR CHILD'S TIMETABLE

All pupils in the College will follow a timetable that runs over a two-week period. Your child will be given their timetable on their first day. It will highlight the subject, subject teacher and classroom that the lessons will take place in. The timetable is also accessible through the School Synergy app.

## STRUCTURE OF THE DAY:

### Years 7, 9, 11 & 13

08:30am - 9:40am	Start of the Day / Lesson 1
09:40am - 10:40am	Lesson 2
10:40am - 11:00am	Break
11:00am - 12:00pm	Lesson 3
12:00pm - 12:30pm	Lunch
12:30pm - 1:00pm	Academic Review
1:00pm - 2:00pm	Lesson 4
2:00pm - 3:00pm	Lesson 5

### Year 8, 10 & 12

08:30am - 9:40am	Start of the Day / Lesson 1
09:40am - 10:40am	Lesson 2
10:40am - 11:00am	Break
11:00am - 12:00pm	Lesson 3
12:00pm - 12:30pm	Academic Review
12:30pm - 1:00pm	Lunch
1:00pm - 2:00pm	Lesson 4
2:00pm - 3:00pm	Lesson 5

# TERM DATES

	Start	Finish		Start	Finish
<b>Autumn Term</b>	Wednesday 3 September 2025	Friday 24 October 2025	Half Term Break	Monday 3 November 2025	Friday 19 December 2025
Christmas Break					
<b>Spring Term</b>	Tuesday 6 January 2026	Friday 13 February 2026	Half Term Break	Monday 23 February 2026	Friday 27 March 2026
Easter Break					
<b>Summer Term</b>	Monday 13 April 2026	Friday 22 May 2026	Half Term Break	Monday 1 June 2026	Friday 17 July 2026

## Bank Holidays:

25 December 2025	Christmas Day
26 December 2025	Boxing Day
1 January 2026	New Year's Day
3 April 2026	Good Friday
6 April 2026	Easter Monday
4 May 2026	Early May bank holiday
25 May 2026	Spring bank holiday
31 August 2026	Summer bank holiday

## School Return

3 September 2025

Whole School Return

## INSET Days:

1 September 2025  
 2 September 2025  
 24 October 2025  
 5 January 2026  
 20 July 2026

# WORKING IN PARTNERSHIP

At Ellesmere Port College we know how important it is to build partnerships with parents. This builds strength in our community and supports pupils in their development, spirituality and learning. We rely on the commitment and support of all parents to make this partnership work. We often run events to support this partnership and are always open to new ideas and feedback so please contact us whenever you feel the need to. This is a summary of the Home-College agreement that Form Tutors, Parents and Pupils are asked to sign up to and can be found in the data collection pack.

## It is the responsibility of the College

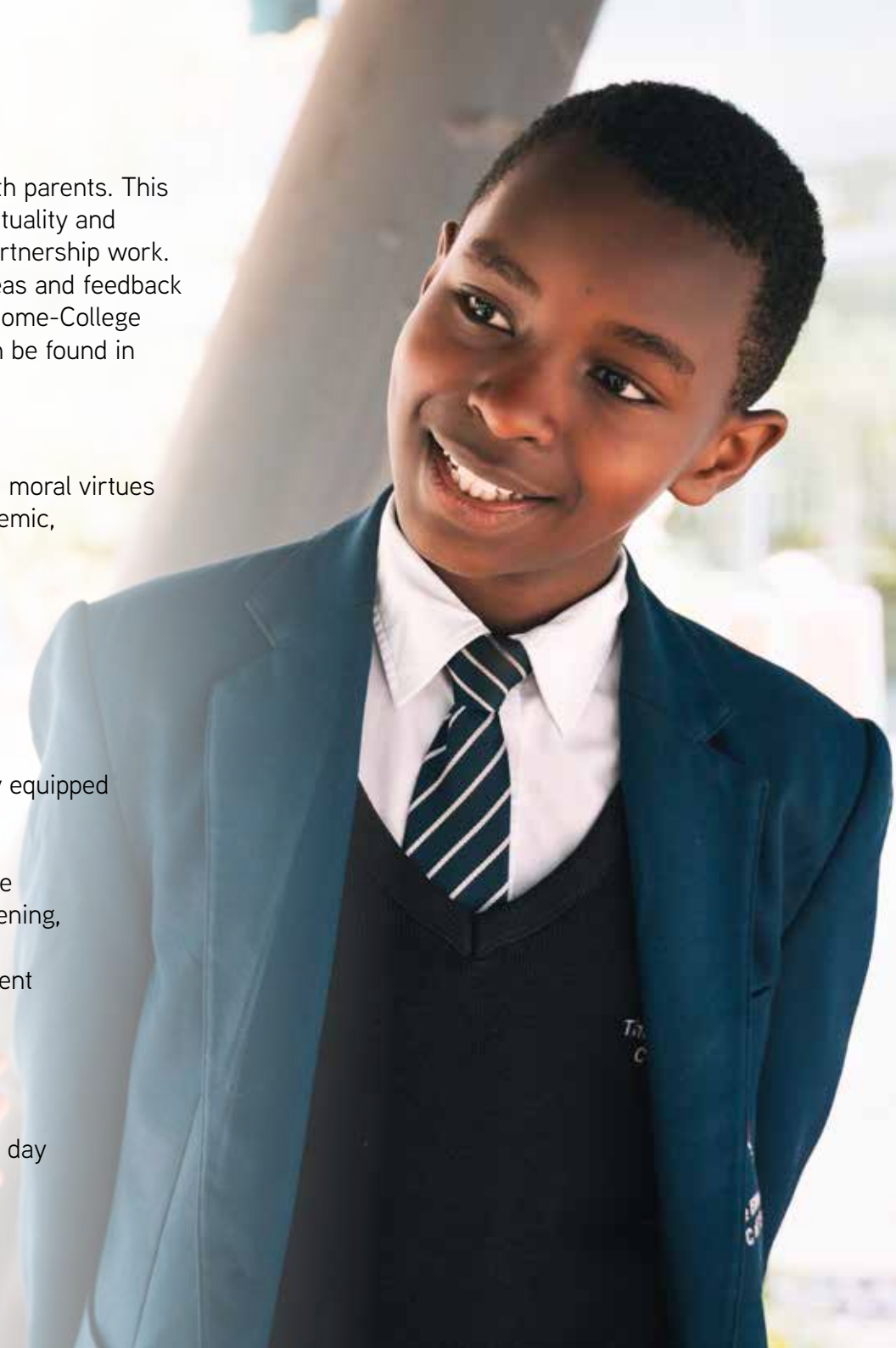
- To provide a Christian environment in which pupils will develop spiritual and moral virtues
- To provide a safe and secure environment in which pupils can develop academic, sporting and cultural talents
- To develop in the College a true sense of community
- To establish effective partnership and communication with parents
- To provide high quality teaching, learning and support

## It is the responsibility of parents

- To support the spiritual and development of moral virtues of your child
- To ensure your child attends College regularly in full uniform and is properly equipped and on time for the school day
- To support the authority and discipline of the College
- To take an active interest in your child's academic progress by supporting the College's homework programme and by attending Review Days, Parent's Evening, and other relevant activities where possible
- To ensure that you are fully aware of the College policies by reading the Parent Guide.

## It is my responsibility as a pupil

- To respect and support the Christian values and moral virtues of my College
- To attend in full uniform and arrive promptly and properly equipped for each day
- To be an ambassador for the College whilst travelling to and from home
- To accept the authority of the College at all times
- To do my best at all times



# ATTENDANCE & PUNCTUALITY

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. The Ellesmere Port C of E College fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours. Registers are completed electronically each lesson in addition to lesson 1 where morning registration takes place and Academic Review when the afternoon registration takes place.

## Absence

All absences should, of course, be kept to an absolute minimum. If your child is ill and unable to attend the College, please contact us by telephone as soon as possible. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Executive Head Teacher, Head of School and Governors at our school are committed to working closely with parents, other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Regular attendance and good punctuality at school is expected. The reasons for this are obvious: pupils learn best and receive most from College when they are actually there. This issue is highlighted in the Home/School Agreement which all parents are asked to sign at the beginning of each year and also within other regular communications between home and school.

## Support

Any pupil whose absence falls below 97% will be noted by the Head of Learning and the pupil will be placed on the 'Attendance Strategy' which is a graduated intervention system. This is to encourage improved attendance and, where needed, to put support systems in place with additional agencies, to address persistent absence issues.

## Holidays during term time

The Executive Head Teacher / Head of School may not grant leave of absence during term time unless there are 'exceptional circumstances'. The Executive Head Teacher / Head of School will also determine the number of school days a child can be away from school if the leave is granted. From this perspective leave of absence in term time is no longer a parental right and will only be authorised at the Executive Head Teacher / Head of School discretion. Under DFE guidelines the school will notify the Local Authority if a parent/s takes leave of absence without the The Executive Head Teacher / Head of School permission. In these cases, the G code will be used on the register to show this absence is unauthorised.

## Lateness

Pupils who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register/or sign a late register at the reception desk. Pupils who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 30 minutes.

## Medical Visits

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours. Occasionally, pupils will need to leave the College during the day for an urgent visit to the doctor, hospital or dentist. They must bring a note from you to show to their Form Tutor during Academic Review.

# ATTENDANCE & PUNCTUALITY



The chart below shows the number of days and lessons 'lost learning' for pupils with different percentage attendances. The chart is based on a school with a 190 day year and shows a five period day.

### You can help by:

- making sure that your child's attendance and punctuality are as good as possible;
- not condoning your child's absence for minor things;
- making sure appointments for the dentist etc are made outside of school hours.

**Is 95% attendance good?** This means that your child has still missed nearly 10 school days in one year. Over five years that would be nearly 50 days, this is almost a school term. Research suggests that '17 missed school days a year equals a drop in a grade in GCSE achievement' (Department for Education).

Attendance	95%	90%	85%	80%
Number of days lost learning	9.5	19	28.5	38
Number of lessons lost learning (5 days)	47.5	95	142.5	190



# WHAT ARE LEARNING PROGRAMMES?

All pupils at the College follow a Learning Programme (LP) in all subjects. There are 5 LPs across each academic year. The LPs are available in your child's exercise books and on the College website. LPs detail the programme of study for each subject, including homework, setting out the knowledge, skills and understanding your child is to be taught.

It is really important that you take an active interest in the learning that your child is experiencing. By following the LPs, you can supplement the work being studied in the College through further enrichment activities or independent study.

Teachers plan the pupils' learning over a five year learning journey. Skills, knowledge and understanding are developed throughout each year split into five Learning Programmes. The Learning Programmes cover seven weeks and follow a rhythm of learning and review that ensures that pupils make rapid progress by responding appropriately to teachers' feedback.

[WWW.EPCOLLEGE.ORG/LEARNING-PROGRAMMES](http://WWW.EPCOLLEGE.ORG/LEARNING-PROGRAMMES)

Year 7 English Learning Programme 5			
<p>The LORIC skill focus for this LP is: COMMUNICATION.                      The Moral Virtues focus for this LP are: COURAGE and HUMILITY.                      Courage - Acting with bravery and overcoming fears.                      Humility - Having a modest view of oneself.</p> <p><b>What will I be learning about in this Learning Programme?</b>                      I will be learning how writers express themselves in prose and non-fiction writing. I will be learning how to shape my own writing in different genres of writing. The focus will be on the theme of 'Sense of Place'.</p> <p><b>Where have I seen this learning before?</b>                      In my study of fiction and non-fiction texts in KS2 and in my study of fiction in LP1 and LP2.</p> <p><b>What could I use it for?</b>                      In my Y8 study of prose and non-fiction reading and writing.</p>		<p><b>Literacy:</b></p> <ul style="list-style-type: none"> <li>Capital letters must be used at the start of sentences and for the first letter of proper nouns</li> <li>Full stops must be used at the end of a sentence.</li> <li>Question marks must be used at the end of a question</li> <li>Apostrophes should only be used for possession or omission</li> <li>Days of the week and months must be spelled correctly</li> <li>Key words must be spelled correctly</li> </ul>	
<p><b>In LPS.1, I will know:</b>                      how writers provide explicit and implicit information in a short story;                      how writers use language for effect in a short story;                      how writers create characters in a short story.</p>	13/05/24 - (WK 1)	persuade	Homework Comprehension task Week 1 Spellings
<p><b>In LPS.2, I will know:</b>                      how to create my own short story.</p>	20/05/24 - (WK 2)	perspective	Homework Grammar task Week 2 Spellings
<p><b>In LPS.3, I will know:</b>                      how writers present factual information in articles;                      how writers present their own views in articles.</p>	03/06/24 - (WK 1)	impetus	Homework Comprehension of article task Week 3 Spellings
<p><b>In LPS.4, I will know:</b>                      how to write my own article.</p>	10/06/24 - (WK 2)	topic	Homework Extended writing task Weeks 4 Spellings
<p><b>In LPS.5, I will know:</b>                      what elements are used in effective speech writing;                      how to recognise what makes an effective speech;                      how to write my own speech.</p>	17/06/24 - (WK 1)	rhetoric	Homework Analysis of speech task Week 5 Spellings
<p><b>In LPS.6, I will know:</b>                      what elements are used in effective speech delivery;                      how to deliver my own speech.</p>	24/06/24 - (WK 2)	logos	Homework Extended writing task Week 6 Spellings
<p><b>In LPS.7, I will know:</b>                      how writers present their views in formal letters;                      how to write to argue and persuade in my own formal letter.</p>	01/07/24 - (WK 1)	ethos	Homework Grammar task Week 7 Spellings
<p><b>In LPS.8, I will know:</b>                      how to adapt language and tone in informal writing;                      how to formulate an informal letter.</p>	08/07/24 - (WK 2)	pathos	Homework Informal writing task Week 8 Spellings
<p><b>Resources to support learning:</b>                      EPC Knowledge Organiser</p>			
<p><b>PEET Award Challenge for this Learning Programme:</b>                      Write a speech on 'Sense of Place'.</p>			

# WHAT ARE KNOWLEDGE ORGANISERS?

At EPC, we are always striving to enhance the learning experience of our pupils and equip them with the tools they need to succeed.

With this in mind, all pupils are provided with a Knowledge Organiser for each subject that they study. The Knowledge Organiser links directly with the knowledge they will be taught as identified in the Learning Programme. They are therefore produced five times a year as a valuable resource to support the curriculum.

Knowledge Organisers are designed to improve the retention of information by helping pupils build a solid foundation of factual knowledge in their long-term memory. We understand that the capacity of our working memory is limited, and by reinforcing essential information beyond the classroom, we aim to facilitate better understanding and academic progress.

Research shows that structured and monitored homework can be particularly effective for all pupils. The Knowledge Organiser will also guide them in their homework assignments. The Knowledge Organisers are carefully crafted to reinforce key concepts, subject-specific terminology, and essential information across various subjects in line with the Learning Programmes. They are also an excellent tool to support revision prior to assessment weeks.

Subjects have created the Knowledge Organisers to ensure that they cover crucial vocabulary and core knowledge necessary for academic success. Knowledge Organisers are used every lesson and therefore they form part of our essential equipment that your child is expected to have with them in every lesson to support their learning.



# UNIFORM & APPEARANCE

The College has its own uniform and sports kit, which has been selected so that pupils will feel part of the College community. Items of clothing have been chosen carefully so that they are not unduly expensive but are smart. This is because personal presentation is important in the world of work and we want to ensure that our pupils develop a sense of pride in their appearance.

## Essential Uniform Items - Uniform A:

Royal Blue College Blazer

White Shirt

White and Blue College Tie

Black School Trousers

College Navy V Neck Jumper/Tank Top or Unbranded Navy V Neck Jumper / Tank Top

Black Shoes & Plain Black Socks (No Bows)

Plain Unbranded Black Rucksack or a Branded College Rucksack

## Essential Uniform Items - Uniform B:

Royal Blue College Blazer

White Revere Blouse

Navy and Blue Tartan Skirt

College Navy V Neck Jumper/Tank Top or Unbranded Navy V Neck Jumper / Tank Top

Black Knee High Plain Socks / Black Plain Ankle Socks or Black Tights (No Bows)

Plain Unbranded Black Rucksack or a Branded College Rucksack

## Essential Sports Kit:

College Navy Polo Top

College Navy Shorts or Unbranded Navy Shorts

College Navy Socks or Unbranded Navy Socks

## Optional Uniform Extras:

College Leggings

College Trackpants

Long Sleeve College PE Top

Uniform A



Uniform B



All items of College uniform can be purchased from:

**Uniformity Clothing**

**Address:** 11 Rivington Rd, Ellesmere Port CH65 0AW

**Telephone:** 01244 566486

**Website:** [www.uniformityschools.com/](http://www.uniformityschools.com/)



Tailored black school trousers for Uniform A. These should look like suit trousers.



Trousers must be smart and business like. Stretchy, tight fitting trousers are not acceptable.



College Stitch Down Pleated Tartan Skirt - (Must Be Knee Length, allowing 2 centimetres growth) - Uniform B only



Branded Royal Blue College Blazer



Navy Blue College Jumper, College Navy Tank Top or Plain unbranded V Neck Jumper (must not be branded, round neck or sweatshirt material).



Clip On Navy / White - Uniform A only



White long sleeve school shirt or white short sleeve school shirt - Uniform A



White long sleeve revere collar blouse or white short sleeve revere collar blouse - Uniform B



Black College Rucksack or a Plain Unbranded Black Rucksack. Handbag style bags are not acceptable.



Navy Blue College PE shorts or plain unbranded navy PE style shorts. Branded items are not acceptable.



Compulsory Navy College PE Top

**Optional PE Uniform Branded Items:**



# UNIFORM & APPEARANCE

We believe our College Badge creates a clear identity for our pupils in terms of belonging to a Church of England community. Pupils should wear the uniform with pride and be able to articulate the significance of the red cross representing Christ, the compass signifying our ability to develop a “moral compass” embedded in our Moral Virtues and the point towards the North West where we are physically located.

## Jewellery

Apart from watches, jewellery (including studs, rings, earrings or any other body/ facial piercings) is not to be worn. This is because of the potential risk of accidental damage from the wearing of such items and they will be confiscated. Charity bands (except for the chosen College charity) or charity lapel badges are not allowed. We will do our best to assist your child in safeguarding their property. However, the College does not accept any responsibility for the loss of or damage to personal possessions brought on site.

## Mobile Phones & Smart Watches

We advise that pupils do not bring mobile phones or smart watches into the College. However, we do recognise that some parents may wish their child to have a mobile phone with them as they travel to and from the College. Any mobile phones brought in should be switched off as they enter the school premises and put away until they have left the premises. We do not take any responsibility for loss of or damage to mobile phones or smart watches. Inappropriate use of phones in school will result in confiscation without notice.

## Outdoor Clothing

During cold or inclement weather pupils are advised to wear a suitable coat. Tracksuit tops or hooded sweatshirt tops are not allowed to be worn whilst pupils travel to or from the College. On arrival, pupils must remove outdoor clothing and store it in the locker provided.

Pupils are strongly advised to purchase and wear a gum shield when participating in activities such as hockey and rugby. When a PE kit is brought into school, it must be carried in a school bag. All pupils are provided with a locker where any non-college clothing should be stored.

## Electronic Devices

Large amounts of money or items of value (including personal audio equipment such as MP3 players, iPads or other tablet devices, electronic games etc) should not be brought into the College. Such items will be confiscated without notice, requiring parents/carers to collect them from reception

## Hair and Cosmetics

Pupils are expected to wear hair in a neat and acceptable style. Hair must be of one colour and natural in appearance. No extreme hair styles (bright and unnatural hair colours are not allowed, including hair plaited into braids). Hair styles (including shaved heads) judged to be extreme by the Executive Head Teacher / Head of School are not permitted. Make-up, including coloured nail varnish, lip gloss and fake tan, is not to be worn. False nails, false eyelashes or other such beauty accessories are not acceptable. Hair bands are permissible but should also be black in colour. ‘Holiday braids’ are not permissible. Pupils who do not conform to the College’s Uniform and Appearance Policy will be sanctioned in line with the Behaviour and Safety Policy.

## Insurance Notice

We recommend that parents/carers make their own arrangements for insurance of bags, watches, mobile phones, bicycles etc.- usually by an extension of their home insurance.

## Footwear

In the interest of health and safety, pupils will not be permitted to wear pump style footwear. Pumps, canvas style shoes, Converse, Vans and High Tops are not acceptable and must not be worn.

## Drinks Policy

We encourage children to lead healthy lifestyles. We strongly recommend that pupils drink water throughout the day. Fizzy drinks and energy drinks such as Lucozade, Powerade etc are not allowed. High-caffeine drinks including Red Bull, Monster etc are also not allowed. These drinks will be confiscated.

**Confiscation without notice, requiring parents/carers to collect them from reception**

## OUR VISION

**To act Justly, to love with Mercy and to walk Humbly with our God - Micah 6:8**

At EPC we seek to build a community of faith where our students have the social, intellectual and cultural capital to follow unlimited ideas and dreams. Above all else, we want our students to experience the fullness of life, where the sort of person they become is of paramount importance.

To **BE MORE** is to be a community which aspires to act justly in all situations; to be kind towards those inside and outside the College; and to be open to God's guidance in all areas of our lives.

# OUR MORAL VIRTUES

## HUMILITY

the quality of having a modest or unarrogant view of one's own importance

"Humble yourselves in the sight of the Lord"  
- James 4:10



## COMPASSION

the quality of feeling pity and concern for the sufferings or misfortunes of others

"Clothe yourselves with compassion"  
- Colossians 3:12



## HONESTY

the quality of being truthful

"He delights in those that tell the truth" - Proverb 12:22



## INTEGRITY

the quality of being honest and having strong moral principles

"The godly walk with integrity"  
- Proverb 20:7



'To act justly, to love with mercy and to walk humbly with our God'  
- Micah 6:8

## GRATITUDE

the quality of being thankful; readiness to show appreciation for and to return kindness

"Give thanks to the Lord, for he is good: his love endures forever" - Psalm 107:2



## COURAGE

the quality of having strength in the face of difficulty

"Be strong and courageous. Do not be afraid" - Joshua 1:9



## RESPECT

the quality of having due regard for the feelings, wishes, or rights of others

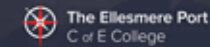
"Do to others as you would have them do to you" - Luke 6:31



## JUSTICE

the quality of being fair and reasonable

"Grant justice and do what is fair"  
- Colossians 4:1



# SUPPORTING YOUR CHILD

## **Pastoral Care**

The Executive Head Teacher / Head of School is assisted in the planning and delivery of pastoral care at the College by a team which includes the Senior Leadership Team, Heads of Learning, Learning Coaches and Form Tutors. We believe our Moral Virtues underpin our approach.

Form Tutors are the first point of contact at the College and will deal with the majority of questions or concerns that may arise. For more serious issues, the Head of Learning is there to support you and your child both in terms of their academic progress and for any major pastoral issues that may arise. Please get in touch with your child's Form Tutor, Learning Coach or Head of Learning via the School Synergy app. The Pastoral staff should be kept informed about illness, absence, dental or medical appointments or any change in home circumstances.

Each Key Stage has a full time Learning Coach to support the work of the Head of Learning. Learning Coaches are always available for parents to discuss particular issues regarding your child's academic progress and work closely with Heads of Learning and Form Tutors.

## **Academic Review**

Your child will spend 30 minutes each day with their form during a period of time called 'Academic Review'. During this time, pupils will meet with their Form Tutor. A daily uniform and appearance check is carried out to ensure the highest of standards are maintained. An act of worship also takes place at this time of the day and your child will have at least one assembly each week where a further act of worship. As part of our drive to encourage all children to enjoy the pleasure of reading, we actively promote this by asking all pupils to read silently during a part of Academic Review. We ensure that pupils in Years 7-9 have reading books appropriate to their reading age. Literacy and Numeracy is also covered during Academic Review as well as time

to develop participation in our FFET awards. Your child's Form Tutor will focus on the tracking and monitoring of pupils' academic progress through individual meetings, supporting the work of the Learning Coach and Head of Learning.

Each form group elects representatives to the College Council, where pupils have the opportunity to put forward suggestions for further developments at the College. This group feeds into the main College Council, which meets regularly to discuss matters raised by pupils.

## **Moral Virtue Ambassadors / Peer Mentors**

To ensure that your child will become quickly at ease with life at the College we have appointed a number of older pupils who are there to be a friend to your children. These 'Moral Virtue / peer mentors' can help the pupils if they are in need of support or just want someone (other than staff ) to talk to.

## **Home Contact Details**

It is essential that we are able to contact Parents/Carers at the earliest opportunity. Please ensure that all contact details are correct including emergency phone numbers and email addresses. Pupils are, in effect, a health and safety risk if we are unable to contact parents/ carers should an emergency arise. Please supply at least two contact details we can use to support this. Home Contact details can be updated via the School Synergy App.

## **Medical Guidance**

The College has full-time 'First-Aiders' available for pupils. Should your child require first-aid treatment or medical assistance you will be informed at the earliest opportunity if first aid is necessary.

# SUPPORTING YOUR CHILD

Due to changes in medical guidance from September 2014, written consent now has to be obtained from Parents/ Carers before any medicine (including paracetamol) can be administered.

## Supporting Pupils with Additional Needs

At the College we recognise that provision for pupils with additional needs and disabilities is a whole school responsibility. Our SEND policy and provision is guided by the SEND Code of Practice, 2014.

### Our SEND policy aims:

- to ensure barriers to learning are identified and addressed
- to offer a graduated and thoughtful response to identifying, assessing and meeting needs
- to facilitate access to a broad, balanced and relevant curriculum for all pupils
- to enable pupils with additional needs to achieve academically, commensurate with ability and to be set aspirational targets
- to take into account the views of pupils with additional needs
- to encourage meaningful and regular communication with parents and carers of pupils with additional needs
- to offer appropriate support and modification, according to advice and need

Ms Whitmore-Gill, our SENDCo, is available to discuss your child's needs further; please do not hesitate to contact her with information you wish to share or matters you wish to discuss.



# SCHOOL SYNERGY: PARENTAL COMMUNICATIONS

**School Synergy enables parents and carers to have an immediate overview of many aspects of school life, including behaviour, homework, attendance and communication.**

Frank Field Education Trust (FFET) uses an information platform called School Synergy to help make communication between home and school easy and efficient for both parents and students.

This system is a one-stop access for your entire home to school communication needs and is widely used by schools across the country. School Synergy is the single access point for parents and carers which provides up to date school news and information, a place to communicate and engage with school and the ability to track the progress and development of your child as it happens.

## Communicating with Parents

Once registered, parents and carers can view information tailored for their child(ren). They are able to view parent letters, school calendar/events, pupil timetables and behaviour. The behaviour module provides a real time view displaying positive points awarded as well informing you where aspects of behaviour may be limiting progress and outstanding detentions.

## Register a Parent Portal Account

To register an account, or add another child to your account, you will need a Pupil Code. The Pupil Code is unique to you and your child. Each parent/carer or family member who wish to have access must use their own Pupil Code.

- Click on the School Synergy link on school website
- Click on the Parent Registration button

- Complete the fields using the unique Code (this is stated on your registration letter)
- You will be sent a verification email. Check your email (and spam folder) and click the link to verify

Please contact school if you wish for another family member to have access to School Synergy.

## Adding Another Child to your Account

If you have more than one child at school, they can be easily added to the Parent Portal. Once you are logged into the Parent Portal, select Students from the menu.

Use the code from your child's registration letter and their date of birth to add children to your account. Please note that Student Codes are unique and can only be registered to the parent or carer specified. They cannot be shared or given to another person. Contact your school if you have not been issued with a code for your child.

If you require further assistance, please contact the school office.

The logo for School Synergy features the word "SCHOOL" in a dark blue, sans-serif font above the word "SYNERGY" in a pink, sans-serif font. The letter "O" in "SCHOOL" is stylized with a circular cutout.

# COLLECTIVE WORSHIP

The designated Senior Leader in charge of collective worship, is to ensure all the community cares for people who have faith (or no faith), as well as nurture and develop the spiritual life of the school community through Christian living. This is central to our inclusive ethos at The Ellesmere Port Church of England College.

Underpinning our ethos is our college vision “To act justly, to love with mercy and to walk humbly with our God” (Micah 6:8) and the FFET Trust motto, ‘Aspire not to have more but to be more’, underpins everything that we do. We seek every opportunity to develop pupils understanding of Christianity and the Moral Virtues they extol.

Collective Worship and various seasonal celebrations in the Christian calendar are consistently marked within our calendar. Liturgical themes are reflected upon on a weekly basis and there are supported activities to enable form tutors to provide a daily act of worship during Academic Review time. Whilst parents do have the legal right to withdraw pupils from this, this does not mean that the pupils will be in any way exempt from the Christian ethos of the school which underpins the whole of our College life.

As a school, we have extensive links within the wider community and the Chaplaincy actively seeks to strengthen ties to existing churches and other agencies based locally. This is done through the promotion of charitable causes and events that take place within the life of the school community to promote the living faith of Christianity in the Ellesmere Port area. Regularly pupils support the local Foodbank and other local community events.

## **Pupil Voice**

Moral Virtue ambassadors play a vital role as part of our wider pupil leadership team in helping to shape the spiritual life of the College. Regular meetings enable fresh perspectives to be given to collective and individual ways of worship and Christian living which help to impact the school and wider community.

## **Prayer Spaces**

We believe that our faith is not held in any one particular space but can be expressed throughout the whole school community. A prayer space is an interactive experience which encourages pupils to consider big questions, and reflect on their responses to them. Our Chapel, however, is at the heart of our building and is used by all pupils throughout the year.

## **Services and Collective Worship**

As well as daily involvement in Academic Review (Form Time) and weekly involvement with Year assemblies we also have larger assemblies at key points in the Church year. These occasions help to mark and celebrate our values and the liturgical year. It enables opportunity to promote enjoyment and involvement in the spiritual aspects of our school community.

## **Charitable Focus**

There is whole school involvement in promoting charitable works locally, nationally and internationally and pupils engage with meeting representatives from charities and fund raising for them.



# OUR CURRICULUM

## Key Stage 3 Curriculum

The curriculum at Key Stage 3 (Years 7 to 9) has been carefully designed to successfully prepare your child for the skills, knowledge and qualities that they will require for success in their GCSE examinations. Pupils in Key Stage 3 experience a broad range of subjects that meet National Curriculum requirements.

## Homework

Homework is an important part of College life and all pupils are expected to complete it regularly. Homework is signposted in the Learning Programmes and the School Synergy App. This should help your child and you to keep a check on what homework has been set and when it is due to be completed. If problems arise then we would ask you to contact your child's Learning Coach or Head of Learning.

## Reports

Three times throughout the year, you will receive a report via the School Synergy App which will give you information about your child's progress in the subjects they are studying. Attitudes to Learning (AtL) and attainment are both assessed so that you can see the fullest possible picture of your child's progress during the year.

All pupils transfer their AtL and attainment grades onto the front of their exercise books so they too can see how well they are doing, and process they are making throughout the year.

## Literacy and Numeracy

We place an extremely high value on ensuring our pupils possess strong literacy and numeracy skills needed for success. Reading, writing, speaking and listening skills are crucial in ensuring outstanding learning within all curriculum areas but also in securing success in our pupils' lives beyond the College.

Opportunities for pupils to develop their skills in Literacy are carefully planned across the curriculum. For this reason, we have formulated a whole College approach whereby all staff are committed to focusing on literacy objectives as part of their lessons; these are indicated on the Learning Programme. Words of the week are also shared on a weekly basis in order to support vocabulary building.

Each classroom displays literacy support materials, such as key words, spelling rules and examples of punctuation. With literacy, our aim is to create an explicit focus in order to develop each pupil's ability to communicate clearly and accurately.

## Attainment Targets

Your child's progress is carefully assessed and monitored throughout their time in the College. The national expectation is that your child's progress is measured against their performance at the end of Key Stage 2. Each year, we set each child in the College a target that demonstrates our aspiration for every child to achieve to their full potential. Levels of achievement and targets are reviewed carefully and communicated to parents three times a year. If a pupil is identified as not achieving to their full potential, a range of interventions and support will be planned in order to get them back on track to achieve their target.

## Review Days

Review Days are held once a year, where you will have the opportunity to discuss your child's progress fully with subject teachers. Details of each Review Day including times, dates and arrangements for making appointment will be communicated to you in advance of the day.

# OUR CURRICULUM

## Monitoring and supporting pupils' literacy skills

All pupils complete a diagnostic reading test that helps the College to identify the needs of all pupils so that we can support each pupil as appropriate. Pupils will be tested again later in the academic year so that we can ensure that all pupils are making the expected progress.

## Literacy Intervention

For those pupils who may require extra support in their literacy learning, we have created a formalised programme in order to develop specific literacy skills.

## Extra-Curricular

The extra-curricular life at the College is rich and varied. The College offers pupils a wide range of activities extra to the normal timetable, either at lunch time or after school, providing pupils the opportunity to meet, teach and learn from each other in a relaxed atmosphere. Your child can pursue interests in:

We also offer a daily homework club.

- Fitness
- Sports
- Climbing
- Design Technology
- STEM Club
- Drama
- Dance
- Debate Club
- Anime Club
- Music
- Film Club
- Duke of Edinburgh

Pupils can book onto clubs via the School Synergy App.



# THE DINING EXPERIENCE

The Catering Staff work very hard to maintain the quality and variety of meals with every effort being made to respond to pupils' requests.

The dining hall is open for breakfast in the mornings before the College Day begins (7.45am) for break between 10.40am and 11:00am and for lunch between 12pm and 12:30pm for Years 7 & 8, 12 & 13 and 12.30pm to 1.00pm for Years 9, 10 & 11.

Please find below a range of sample menus for various times during the day. The College has been at the forefront of the 'Healthy Schools' agenda and has been awarded 'Healthy School' status.

## **Breakfast (Sample Menu)**

Cereal, toast, bagels are all free of charge.

## **Breaktime (Sample Menu)**

Bacon batch, cheese toasties, buttered toast, sausage, choice of healthy pizzas.

## **Lunch (Sample Menu)**

Soup of the day, traditional roast dinner, cheese and onion quiche, selection of fruit and vegetables, word of choice menu including pasta, rice, noodles and a selection of toppings.

Panini, range of baked potato with fillings, selection of freshly baked biscuits, extensive salad bar, selection of fruit and a range of freshly made sandwiches/baguettes.

## **Packed Lunches**

If you wish your child to bring a packed lunch then this should be eaten in 'The Street'.

We do not allow fizzy drinks, high energy drinks and high caffeine drinks onto the premises. Water is always the healthy option. Please try to give your child a healthy variety each day and encourage them to eat fruit rather than sweets.

The lunch break does not give enough time for your child to go home for lunch and they must stay on the College site so we can supervise them. This will ensure that they are on time for afternoon lessons.

## **ParentPay**

ParentPay allows you to make payments online for items such as dinner money, school trips and uniform. Using a secure website called ParentPay you will be able to pay online using your credit / debit card or make cash payments at PayPoint stores. ParentPay will be our preferred method of making payments to school. You can also access Parent Pay via the School Synergy App.

- Visit [www.parentpay.com](http://www.parentpay.com)
- Enter your activation username and password in the Account Login section of the homepage (please contact the College if you have not received your activation username and password).
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment

## **Cashless Dining Hall System**

The dining hall operates a cashless system whereby meals are paid for with credits using facial recognition system. Money can be credited to accounts using ParentPay.

# COLLEGE LIBRARY - THE iREAD CENTRE



Our Librarian is Mrs Dalton. The Library is the heart of the EPC community, where students can read, study, take part in extracurricular activities, and be encouraged to be more.

## **Key aims and objectives of the Library:**

- To develop a culture of reading for pleasure
- To provide an exciting place for reading at EPC
- To provide a range of reading-related extra-curricular opportunities
- To support achievement and develop students' reading confidence

## **Library Facilities**

The Library boasts over 10,000 books of a huge variety spanning a large number of genres.

Stock is split into four sections: Lower School section, Young Adult section (Years 9 – 11), Sixth Form and Staff section, and the Non-Fiction section. The Lower School section stock is organised by genre, which includes a large variety of Manga, Anime and Graphic Novels for students to enjoy.

Non-Fiction stock covers all areas of the school curriculum and includes a well-resourced Wellbeing section.

Students can borrow up to two books at a time from the Library.

## **Opening Times**

The Library is open every day for students to visit before school from 8am. Students can also use the Library during their break and lunch times in the College. After school the Library is open until 4pm Monday – Thursday, and 3:30pm on a Friday. There is a wide variety of extracurricular activities students can get involved with each day after school in the Library.

## **Extracurricular Activities**

The current extracurricular activities offered to students in the Library are as follows:

Monday 3pm – 4pm: Film Club

Tuesday 3pm – 4pm: Dungeons and Dragons Club

Wednesday 3pm – 4pm: Murder Mystery Club

Thursday 3pm – 4pm: Harry Potter Book Club

Friday 12pm – 12:30pm: Year 7 & 8 Mini Book Club

## **Library Ambassadors**

Each year, students are invited to apply for the position of Library Ambassador. Library Ambassadors offer help and support to Mrs Dalton in the Library.

Duties include: stacking shelves, creating displays, organising stock, and general upkeep. For more information, please see Mrs Dalton.



## Ellesmere Port C of E College

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