



Ifield Community College

Year 7

Parent & Student Handbook



The Collegiate Trust
Exceptional Education for All

To Live. To Learn. To Grow

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Website: ifieldcc.org.uk
Principal: Mr D Conlon



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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.

Our Values

T

Thoughtful: Students are rewarded for demonstrating kindness, empathy, compassion, and other characteristics/behaviours that promote the wellbeing and progress of others, as well as themselves.

H

Hard-working: Students are rewarded for showing determination and dedication to achieving the very best work and outcomes. They are recognised for demonstrating the '100 for 100' approach in lessons, and an on-going pursuit of excellence.

R

Resilient: Students are rewarded for negotiating challenges, staying determined when faced with obstacles, and, for showing a growth mindset to their attitude and learning.

I

Independent: Students are rewarded for showing an autonomous, critical, and proactive approach to work/activities done inside and outside the classroom.

V

Visionary: Students are rewarded for showing the qualities we expect from modern citizens of Britain, and, our local community, including leadership, creativity, innovation, and the ability to take a risk.

E

Eloquent: Students are rewarded for demonstrating a willingness to express themselves with clarity, volume, and purpose.

Meet the Senior Leadership Team



Deputy Principal:
Dr Harriott



Principal:
Mr Conlon



Deputy Principal:
Mrs Vaughan



Assistant Principal:
Mr Pittaway



Senior Assistant Principal:
Mr Laundon



Assistant Principal:
Miss Heath



Assistant Principal:
Mr Ward



Assistant Principal:
Ms Hurrell



Director of Operations:
Mr Hambling

Meet the Year 7 Pastoral Team



Head of Year 7: Miss Wilson



Pastoral Manager for Year 7: Ms Paddington

Head of Years : Will oversee the academic and social progress of all the students in their year group and arrange suitable support wherever needed.

Pastoral Managers: Work closely with the Heads of Year to oversee students and be responsible for their welfare, attendance, attitude to learning and enjoyment of school.

Year 7 Tutors: Your child will see their Tutor and Tutor Group every morning for registration. Each day there will a tutor activity.

School Day Timings	
07:45am	Breakfast club opens
08:25am	Start of the school day
08:30am	Registration / Assembly
08:55am	Start of Period 1
09:55am	Start of Period 2
10:55am	Break
11:20am	Start of Period 3
12:20pm	Start of Period 4
1:20pm	Lunch
2pm	Start of Period 5
3pm	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 2026-27

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 will be on the school website end of July).

Autumn Term 2026	
Tuesday 1 st September	INSET Day – school closed to students
Wednesday 2 nd September	Term starts
Monday 19 th to Friday 30 th October	Half Term (2 weeks)
Friday 18 December	End of Term, school finishes 12:45pm
Monday 21 st December to Friday 1 st January	Christmas Break

Spring Term 2027	
Monday 4 th January	Term starts for all students
Monday 15 th to Friday 19 th February	Half Term
Thursday 25 th March	End of Term, school finishes 12:45pm
Friday 26 th March to Friday 9 th April	Easter Break

Summer Term 2027	
Monday 12 th April	Term starts for all students
Monday 3 rd May	Spring Bank Holiday
Monday 31 st May to Friday 4 th June	Half Term
Wednesday 21 st July	End of term, school finishes 12:45pm

We follow [West Sussex County](#) school holiday dates, with the exception of the 2 week October break.

Dates can be found on the school website under [Key and Term Dates](#)

SCHOOL ORGANISATION

Students come to Ifield Community College from a wide range of local primary schools, and we organise them into mixed ability tutor groups within their school year. Their tutor is the first point of contact for you if you have a query. Staff emails are available through the school website, under '[Our Staff](#)'. 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.

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.. Students are to attend the appointment in **full** school uniform.

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

Arbor

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. Details how parents can access Arbor will be shared when your child starts at ICC.

Communication

We are proud of all the achievements of our students, and we are like to keep parents/carers informed through a variety of channels.

School Website: Is regularly updated with key information, term dates, school policies and news

Social Media: Our Facebook is a great way to keep up to date with important dates, INSET dates, stories, events and pictures.

Principal's Letter: Mr Conlon emails parents which gives upcoming school information, news, and events.

ICC Newsletter: Three times a year at the end of term, we publish an amazing newsletter celebrating our students' achievements.

To receive these communications by email, please ensure we have your current up to date email address on our school records.

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.

The below is an example of a timetable for Week A.

RE	1
7AKA/Re	
F22	
Mrs J MATTHEWS	



Tuesday	Wednesday	Thursday	Friday
RE 7AKA/Re F22 Mrs J MATTHEWS 1	Art & Design 7AKA/Ar G11 Miss O HORN 1	English Language 7AKA/En S20 Mr J TANSEY 1	Music 7AKA/Mu F47 Mr G TREBAR 1
PE 7i/Pe1 G33 Ms K COSTIN 2	Design & Technology 7i/De1 G93 Miss K WITHAM 2	Spanish 7AKA/Sp S28 Mr I BROWN 2	Design & Technology 7i/De1 G93 Miss K WITHAM 2
English Language 7AKA/En S20 Mr J TANSEY 3	English Language 7AKA/En S18 Mr J TANSEY 3	Drama 7AKA/Dr G40 Miss B OSBORNE 3	Art & Design 7AKA/Ar G11 Miss O HORN 3
Mathematics 7i/Ma1 F07 Ms J BERGMEISTER 4	Science 7AKA/Sc S73 Miss L DRURY 4	Mathematics 7i/Ma1 F07 Ms J BERGMEISTER 4	History 7AKA/Hi F23 Mrs C JARMAN-SMITH 4
Science 7AKA/Sc S73 Miss L DRURY 5	Mathematics 7i/Ma1 F07 Ms J BERGMEISTER 5	PE 7i/Pe1 G33 Ms K COSTIN 5	Dance 7AKA/Da G40 Miss T McTHREDDER 5

- 📌 AKA/Re: This is the tutor group (AKA) and subject RE
- 📌 F22: This is the classroom where your lesson will take place in
- 📌 Mrs J Matthews: This is the subject teacher

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 and encourages students to develop their creativity. Homework provides a vital opportunity to consolidate learning.

Students are to complete homework booklets which cover all of their subjects every term. English and Science have their own booklets and Maths have online homework.

Years 7 to 9– Key Stage 3 Curriculum

We want our students to love learning so much that they continue to want to learn throughout their life. We also believe that all students should follow a broad, rich and balanced curriculum in the first years of their secondary schooling, to provide a firm foundation for their future education. Throughout their time in the school the students follow the national curriculum. At Key Stage 3 this means all students take English, Mathematics, Science, History, Geography, Religion and World Views, Art, Physical Education, Music, a *Modern Foreign Language, Design Technology, Food, Drama, Dance, ICT/Computer Science and RSHE.

*All students in Years 7-9 will learn Spanish.

All year groups (from September) have dedicated Relationship, Sex and Health Education (RSHE) lessons once a fortnight.

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 £15 per term, which be paid via ParentPay at the start of each term or a **or a one off payment of £45** 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 students 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 students. 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

Years 7-9: A voluntary contribution of £5 per year 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 students an additional opportunity to take part in team games and to further their individual interests.

Religion and World Views

The school is secular and does not seek to promote any particular faith. Religion and World Views 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 Religion and World View lessons a letter must be sent to the Principal requesting their exemption.

Relationships, Sex and Health Education (RSHE)

Our task is to prepare students for adult life following the statutory guidelines introduced for 2026. 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 tutor 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 Vaughan, email sva@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

The life of the school is greatly enriched by an extensive selection of clubs and activities that take place beyond the classroom. These opportunities enable students to develop essential interpersonal skills. The programme is diverse, dynamic, and highly popular. The school is committed to encouraging all students to participate in every aspect of school life. It is normally expected that each student will take part in one extra-curricular activity during the school day.

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'. Students are able to compete in Lego coding, and rocket building competitions.

Year 7 Outdoor Experience

Year 7 students are offered the opportunity to participate in a day and evening at a summer camp, where they engaged in a range of outdoor activities, including tree climbing, wall climbing, archery, axe throwing and Olympic games. The experience concludes with an overnight camping stay, fostering teamwork, resilience, and a sense of adventure.

The College Council

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

The College 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

Students are encouraged to take on meaningful leadership roles that help shape a positive and inclusive school community. Opportunities include becoming Anti-Bullying Ambassadors, where students actively promote kindness, respect, and peer support; Tutor Representatives, who act as a voice for their tutor group and contribute to school decision-making; and Well-being Ambassadors, who support initiatives that promote mental health, resilience, and a balanced lifestyle.

Through these roles, students develop confidence, communication skills, and a strong sense of responsibility, while making a genuine difference to the experiences of others.

Charity Fundraising

Charity fundraising is a key part of life at ICC. Each year, the school raises money for a range of charities. This not only fosters a strong sense of community within the school but also helps raise awareness of the needs of others.

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 reading room fully equipped with fiction books to foster a love of reading for all students. 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'

Special Education Needs

ICC prides itself on being a truly inclusive school; we welcome all students into our community, including students with SEND. If your child is currently on the SEN register at primary school, we will have been made aware as part of the sharing of information during the transition process. Children with high level SEN needs will be invited into ICC before the September start date to give them an opportunity to get acquainted with our school and provide any support in advance of joining the college. If you believe your child fits into this category and you have not been contacted, please get in touch with Miss Wilson the Head of Year 7/Deputy SENCO via email

If your child is not currently on the SEN register but you think they may have a special educational need please contact the SENCO Mrs Dahl via SEND@ifieldcc.org.uk. Please be aware that we are unable to add children to the SEND register until after the first term at ICC to allow us time to assess them fully, unless we have been advised to by their primary school. We assess children in their first term via reading tests, in class assessments and Cognitive Ability Testing. This gives us a full understanding of students' potential and academic ability. It also allows us to identify students who may need extra support in class or through interventions.

When children are added to the SEND register, the SEN team will contact you to discuss your child's needs, and what can be done to support them in school. For further information on how we support SEN children at ICC please read our SEN policy and SEN information report which can be accessed on the school website.

Pupil Premium

Parents in receipt of any of the following are entitled to free school meals for children.

- ☒ Income Support
- ☒ Income-based Jobseeker's Allowance
- ☒ Income-related Employment and Support Allowance
- ☒ Support under Part IV of the Immigration and Asylum Act 1999
- ☒ The guaranteed element of state Pension Credit
- ☒ Child Tax Credit 9 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more £16,190)
- ☒ Working Tax credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)
- ☒ Universal Credit (provided you have an annual net income of no more than £4,700, as assessed by earnings from up to three of your most recent assessment periods)

Free School Meal registration will entitle you to subsidies for certain trips and visits.

It's the parent's responsibility to apply for free schools meals. This can be done online at [West](#)

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, online 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.

Safeguarding Team IC

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Designated Safeguarding Lead
Mr K Laundon



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.

Deputy Safeguarding Leads
Miss R Baverstock & Mrs G Clarke



Don't put up with it.
Tell Someone!

We're here to help

Safeguarding Officers



Child Protection Policy can be found on the school website:
<https://ifieldcc.org.uk/> -> Our School -> School Polices -> Child Protection Policy
If the Safeguarding Team is not available, please contact the Principal, **Mr D Conlon**.

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'](#)

BEHAVIOUR

Behaviour Guidelines

Ifield Community College is committed to the highest possible standards of behaviour and attitudes towards learning. These expectations help the school to create a **truly inclusive** environment where, irrelevant of contextual factors, all students are supported **TO LIVE, TO LEARN** and **TO GROW**.

The overarching purpose of our Behaviour for Learning policy is to create a shared understanding across all members of our school community that learning and personal growth occur only in environments that are calm, purposeful and respectful. Every student, member of staff and parent/carer has the right to such an environment.

The aims of the Behaviour for Learning policy are based upon the three principles of **relationships**, **routine** and **restorative** approaches.

Relationships

- ☒ Set out our expectation that all members of our community should go out of their way to build positive relationships with each other.
- ☒ Set out our expectation that positive relationships in a **truly inclusive** community are underpinned by high levels of kindness, tolerance, respect and a genuine interest in others demonstrating the best possible version of themselves.
- ☒ Establish a positive relationship between staff and parents/carers, free from disrespect, unreasonable expectations, and anything else that may hinder our ability to work together as a community.

Routine

- ☒ Demonstrate our understand that a **truly inclusive** learning environment is achieved by clear communication, shared values and a clear, simple set of daily routines inside and outside the classroom.
- ☒ Outline these routines so students can meet expectations and avoid impacting the learning of others.
- ☒ Promote self-discipline and a sense of taking responsibility for our own behaviours.
- ☒ Describe the behaviours that meet or contradict our shared values, and, therefore, are likely to result in praise/reward or sanctions.

Restorative approaches

- ☒ Acknowledge that a **truly inclusive** approach to behaviour is built on a growth mindset and a commitment to improvement, rather than a series of punitive sanctions without clarity on what went wrong and what could be different next time.
- ☒ Realise that good behaviour should be explicitly taught and modelled to students, in particular when behaviour does not meet standards.
- ☒ Set out an appreciation that some students, especially those with SEND, require reasonable adjustments to succeed and restore their ability to demonstrate good behaviour in the future.

Recognition & Reward Points

Staff at ICC understand that meeting the highest standards of behaviour requires dedication, hard-work and a relentless positive attitude. Therefore, we ensure students who meet these expectations are recognised and rewarded appropriately.

Students are recognised for meeting our shared ICC values that allow themselves and others to **THRIVE**.

Classroom Expectations

- 🕒 Listen to the teacher and each other
- 🕒 Focus on your time 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
- 🕒 No phones, music players, or gum

Detentions and Refocus Room

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 a C3 detention given (45minutes). If a student does not attend their 45-minute detention then this is escalated to a 90-min detention, sat the following afternoon.

When a student receives a C4 sanction they must spend some time in the Refocus Room (RR) to calm down, reflect and reestablish self-control of their behaviour. The student will attend a same day detention. Parents will receive a detention notification through Arbour. Internal exclusions run 11:30am-5pm

For more detailed explanations about our BFL policy, please visit our school website school to view the full policy. [Behaviour policy](#)

Ifield Community College – Home School Agreement

At ICC, we believe the success of our students depends upon a three-way partnership between the school staff, students and parents. Students and families are therefore asked to sign up to our Home School Agreement on admission to the school. This agreement is detailed below.

As Parent/Carer, I will:

- ☒ Support my child to display the ICC THRIVE values before, during and after school
- ☒ Ensure that my child attends school every day and arrives by 8:25 am
- ☒ Ensure that my child follows the school rules at all times, including on their journey to and from school
- ☒ Not to take my child out of school in term time
- ☒ Contact the school on the first day of any illness
- ☒ Ensure that my child wears the full school uniform correctly, including to and from school
- ☒ Check that my child has the correct equipment and books for each school day
- ☒ Ensure the completion of all Home Learning to a high standard
- ☒ Attend Parents' Information Evenings
- ☒ I give permission and will support my child to engage fully in any supportive / therapeutic intervention that may be offered by the school and or external agencies. I am aware school may need share relevant information with other professionals in such discussions.
- ☒ I undertake the responsibility to work in partnership with the school in order that my child will achieve their potential. This includes ensuring all communication with the school (both in person and via email/phone) is polite, respectful and appropriate.
- ☒ Support the school ensuring my child attends 11:30am-5pm if issued with an internal exclusion.

As a student, I will show respect for myself and to others by:

- ☒ Do my best to display the ICC THRIVE values before, during and after school
- ☒ Being prepared and ready for learning
- ☒ Follow the school rules at all times including on my journey to and from school
- ☒ Respect all members of the ICC community values, views and beliefs
- ☒ Following the member of staff's instructions the first time (first time, every time)
- ☒ Completing my learning on time and to the best of my ability
- ☒ Arriving for school and lessons on time, in the correct uniform and with the right equipment
- ☒ Keeping the school environment clean and pleasant to work in and by always putting my litter into the bins provided.
- ☒ Engage fully in any supportive / therapeutic intervention that may be offered by the school and or external agencies

ICC staff and Governors will:

- ☒ Act as role models for our students by displaying the ICC THRIVE values
- ☒ Be committed to excellence at all times in educating your child
- ☒ Keep you regularly informed about your child's progress
- ☒ Set and assess Home Learning regularly and provide effective feedback about your child's learning
- ☒ Communicate promptly in the event of an emergency or any other cause for concern
- ☒ Keep you informed about school events and activities
- ☒ Provide a stimulating environment including extra-curricular activities and visits to enrich your child's learning.
- ☒ Share relevant information with other professionals to support your child's learning, wellbeing and safeguarding needs

UNIFORM

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

For all students:

- ✂ Flat, black plain formal shoes made of leather or similar synthetic material
- ✂ White shirt (button at the neck, short or long sleeved, no cap sleeves)
- ✂ School tie * (Green Sept 2026)
- ✂ Plain black V-neck sweatshirt (optional, may not replace ICC blazer)
- ✂ Blazer – school logo*
- ✂ Straight leg black trousers
- ✂ Formal black tailored shorts (knee length) (summer term only)
- ✂ Plain black pleated skirt**
- ✂ Plain black socks (unbranded)***/black thick tights
- ✂ A school bag suitable to carry books
- ✂ Students may choose to wear religious headcovers (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 marked * are 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.

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

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
- ✂ 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

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.org.uk to discuss ways in which the school can support you.

Tutors 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 Refocus Room 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*
- ☒ Black shorts
- ☒ Black leggings
- ☒ Black or white socks
- ☒ Astro turf trainers suitable for artificial grass, indoor sports hall and field. Plimsolls, vans and converse type trainers are NOT suitable.

Optional Extras

- ☒ Plain black 1/4 PE Top**
- ☒ Black tracksuit bottoms
- ☒ Reversible rugby top - college logo **
- ☒ 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 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

- ☒ Plain black polo
- ☒ 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 personalised KS4 Dance Kit can be purchased.

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

Leotards can be purchased from any retail shop; we recommend [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 These should have ribbed soles that provide a secure footing. Plimsolls, vans and converse type trainers are NOT suitable

School Bags and Other Equipment

Parents/carers will appreciate that textbooks 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 a clear pencil case to carry their equipment. It should contain a minimum of a black pen, a green pen, pencil, ruler, eraser and protractor. Black pens are required for all written work and examinations. Pencil cases containing equipment can be purchased from Finance. (Costs are subject to change through the academic year).

For Maths lessons, 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 Student Reception at a lower price than high street prices.

Mobile Phones & Recording Devices

We understand the need for students to carry a mobile phone for their own personal safety. However, we expect that when students enter the school their phone is switched off and kept out of site. Mobile phones should be 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.

Parents needing to get messages to students are able to do this by contacting the school office, who will pass messages on. Likewise, students needing to contact home during the day are always able to do so via Student Reception or via their Head of Year.

Any recording devices are not permitted in school.

Smart AI Gadgets

Smart glasses can discreetly record, live-stream, or share content instantly, and therefore can pose risks to students, staff, and visitors. To ensure our community remains a safe and secure place, smart glasses including Meta Glass models of Ray-Ban and Oakley will not be permitted on school grounds by students, parents, visitors, or staff.

Lost Property

Please remember to name and label all items so it can be returned to the owner. Please enquire at Reception for lost property. Whilst we attempt to make all efforts to find the owners, items are after a reasonable time disposed of.

Care of Property

Ifield Community College has no legal liability to make good any personal property damaged, lost or stolen on the premises. It is important therefore that students should not bring money into the school unless it is for paying for their break and lunch, or school trips. Students should only bring items that are 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, fruit, and hot items of food each day. During break and lunch time our school catering offers hot and cold healthy nutritional snacks, meals, and drinks at affordable prices. The catering staff have information available on a daily basis and can help students with their choices.

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

The meat option which most of the time is halal, but this can change due to supplier availability.

Working in partnership with Pabulum, the school operates a cashless biometric catering system. Once a completed consent form has been received, students will have a thumb biometric scan taken, allowing them to access the system. Where consent has not been given, students will be issued with a PIN code instead.

Once the biometric account has been set up, funds can be added using the revaluation (top-up) machine located in the school atrium. Alternatively, parents and carers can use ParentPay to pay for meals online. Instructions on how to set up an account will be provided in a letter.

During the first few days of term, you may wish to provide your child with cash to top up their account using the revaluation machine. Please note that cash is not accepted at the canteen tills.

Packed Lunch

Students are welcome to bring a packed lunch to school. However, we kindly ask parents to ensure that lunches are healthy and balanced. Please note that sugary snacks and fizzy drinks are not permitted and will be confiscated if brought into school.

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.



We also kindly ask that you do not send any nuts or nut-based products in your child's lunch or snacks. We appreciate your understanding and cooperation in helping us create a safe environment for all students.

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

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.

Start your day with a

**FREE
PORRIDGE**

Toppings extra



ATTENDANCE and PUNCTUALITY

Absences

We know that being in school allows students to learn and achieve well and also provides them with very important social interaction with their peers. It creates a vital sense of community and belonging.

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success. We should not underestimate the importance of excellent attendance and being punctual. Even one day missed can have a negative effect on learning. At ICC every student is expected to maintain an attendance of at least 95%.

What to do if your child is absent

ICC requires parents/carers to report student absences daily by 08:50am by calling the 24-hour absence line on 01293 842936 or the main switchboard 01293 420500.

Absences must include specific reasons as to why your child is absent.

We understand that some students may occasionally experience illness or have exceptional reasons that prevent regular attendance. To assist parents in determining whether their child is too ill to attend school, the NHS has produced a helpful guide.

Parents are expected to follow NHS guidance around illness and absence for particular conditions and ailments. If NHS guidance is not followed, then it is likely that an absence will be recorded as unauthorised.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

We recognise that being a parent or carer can be challenging at times, and we are here to help if you encounter any issues affecting your child. If you have concerns about your child's attendance, please first speak with your child's Head of Year. We are committed to working with you to address any identified barriers, ensuring we can best support your child's well-being and education. Our school collaborates closely with Early Help, Health services, and local authority teams that can offer additional assistance if needed.

What to expect if your child is absent

If you have not called the school to inform them your child is unable to attend, you will receive an absence notification followed by telephone call to discuss your child's absence and enquire about their health.

The Year Team Administrator will liaise with their Head of Year regarding your child and their absence if necessary.

It is the school's decision whether your child's absence is marked as an authorised absence or unauthorised absence.

On Day 4, if reasons for absence have been provided, parents/carers should be informed that on Day 6 (or after 3rd spell of absence across 12 calendar months) medical evidence must be provided. This can be a certificate from a medical practitioner, a screenshot of an appointment or a prescription. A medical evidence letter will be sent, indicating no further absences will be authorised without the evidence.

On Day 6, if medical evidence has not been provided, parents/carers will be sent a further warning letter outlining that the previous absence has been changed to unauthorised and an FPN may be issued. Further external agencies will be consulted.

What to do if your child is going to be late

Registration starts at 08:30am, if your child arrives at school late, they will be recorded as late and issued with a detention unless they have a note from the parent/carer to explain the reason why they were late to school.

Persistent lateness may result in a fixed penalty notice.

Making medical/dental appointments

Please make medical appointments outside the school day. If this is not possible and the appointment is during the school day, please provide medical evidence of the appointment to the Year Team Administrator. The medical evidence can be in the form of an appointment letter or photo of a text.

Term Time Holiday Requests

Principals 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.

Parents must complete a student leave of absence form. This must be submitted by email to the relevant Year Team Administrator and the Principal at principal@ifieldcc.org.uk

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.

More information regarding medication can be found in the [Supporting Students with Medical Conditions](#) available on the school website.

If a student has been advised to wear non-uniform footwear due to a medical condition or serious injury, then a note from a medical practitioner must be provided. The non-uniform footwear must be black.

Please remember to keep your child's medical records up to date with the school.

First Aid

Any student taken ill is looked after until a parent/carer can collect their child, or until the child is well enough to return to lessons. We do not send sick children home without permission from parents/carers.

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.

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, entrances 3 and 4 are locked from 08:30am-4:30pm.

