

Rye College



Family Handbook

September 2019

“Creating Bright Futures for All”

Rye College



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Welcome

2 Message from the Executive Headteacher

Dear Parents and Families,

Welcome to Rye College. Our mission is 'creating bright futures for all'.

With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every student to grow and flourish in our care.

Our College is set in the attractive heart of 1066 country and is a place where students feel safe and have space to learn. We pride ourselves on being a closely knit community where students are known as individuals and where their talents are nurtured.

As a member of the Aquinas Trust, we are part of a family of schools serving the young people of Rye from two to sixteen years of age, truly making us a 'local community college'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture skills, talents and abilities and celebrate excellence.

This is an exciting time for Rye College; we believe your children will benefit enormously from our shared ambition to excel. We are proud of the positive reputation we have for supporting students in realising their potential and going on to lead fruitful and productive lives.

I look forward to a successful year working in partnership with you and your family.

With thanks

Barry Blakelock

Executive Headteacher





Rye College

3 Being Safe and Belonging

We want our young people to feel proud to belong to Rye College.

A family atmosphere characterises College life. Our students belong to tutor groups arranged across year groups. Good, positive, supportive relationships exist between all, with senior students accepting responsibility for mentoring and supporting younger students.

Our tutors act as mentors, getting to know their students well and are a first point of contact with parents on all matters – social and academic, which affect the students' wellbeing.

We have high expectations of attitudes and behaviour which are well respected by students themselves. It is to their credit that our students care about one another and take a pride in one another's achievements.

We have an active Student Council that contributes to College improvements enabling much of the positive change taking us forward. They work with teachers to look at ways of enhancing learning and teaching. We are keen to develop our student leaders as ambassadors of our College.

Our students are encouraged to play an active role in College life and benefit from a wide range of enrichment activities including sport, drama, music, dance, publishing, photography and film making. All of which help students to develop teamwork, trust in one another and friendships that endure beyond their time with us.

4 Equality and Inclusion Statement

At Rye College, we value the individuality of all our children. We aim to be a happy, safe and welcoming environment where all can achieve irrespective of age, ability, ethnicity, faith, gender or sexuality.

Rye College actively promotes and practises acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the students develop and demonstrate skills and attitudes that allow them to participate fully in and contribute positively to life in modern Britain.

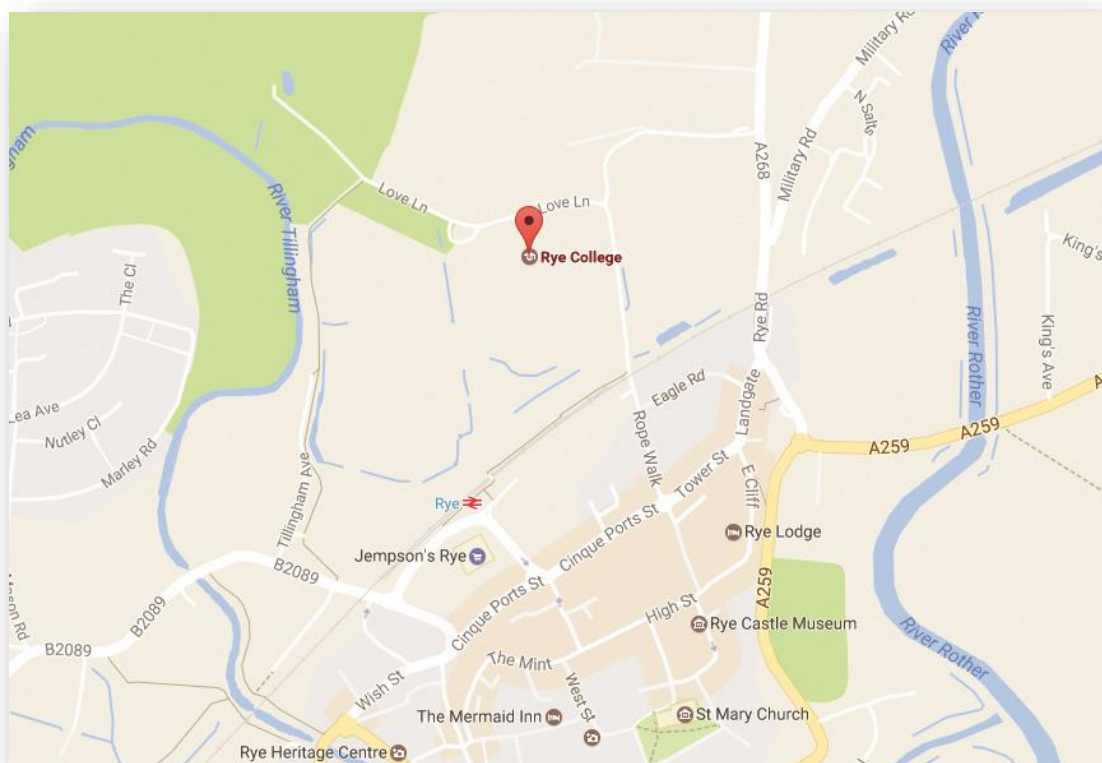
Aquinas is committed to the promotion of Equal Opportunities for all members of the College community; discrimination on any basis is totally unacceptable in any of our schools.



5 Communication

5.1 Location

Rye College Love Lane RYE TN31 7NQ	eMail: office@ryecollege.co.uk Telephone: 01797 222545 www.ryecollege.co.uk
Student Hub Attendance	eMail: studenthub@ryecollege.co.uk eMail: studentattendance@ryecollege.co.uk



5.2 Key Roles

Executive Headteacher	Mr. Barry Blakelock
Academies School Business Manager	Mrs. Sally Hill
Head of College	Mr. Dom Downes
Deputy Headteacher*	Miss Jest Carpenter*
Assistant Headteacher	Mr. Jim Maxim
Assistant Headteacher	Mr. Steve Rickard
Assistant Headteacher	Mr. Stephen Pomery

*Designated Safeguarding Lead



5.3 Getting In Touch

The College believes open and regular communication with families is crucial to our success. If you have a question or concern and need to talk to a colleague, please refer to our staff list. In order to reach one of our colleagues, please eMail the office in the first instance.

The primary form of communication is electronic – with eMail being our primary source of communication except when handling time-critical messages when text messaging is used. This enables us to communicate in a timely and cost-effective manner. **Families are requested to ensure we have an up-to-date eMail address at all times.** If you are not on eMail, the office can help you set up a simple and free eMail account through www.outlook.com.

5.4 Other Ways of Communicating

We recommend parents download our 'MyEd' app; this allows families to view letters, attendance, timetables, update contact information and complete permission forms online.

The College subscribes to ClassCharts; this is an online system which allows students and families to view all the homework that has been set.

It is also recommended that parents join the Rye College Facebook page as this is regularly updated with news and details of College events as we love to share what our students are working on.

We post good news on the College twitter feed @ryecollegeuk.

We will keep you up to date through regular newsletters and letters to families. Please let us know if you need separate copies sent to each parent.

If you have any other questions or problems you are always welcome to eMail us for an appointment with your child's Form Tutor or other appropriate colleague; sometimes a chat on the phone will settle your worries but if not please make an appointment rather than just turning up.

5.5 Aquinas Communications

From time to time, Aquinas may send communications, highlighting key information that they wish to share with families. You may also wish to visit the Aquinas website to view our statutory information.



Communication Systems

Platform	Use	Owner
1. eMail	Primary communication tool for all stakeholders.	IT Team
2. Telephone	Reporting absence or more urgent matters.	Office
3. ClassCharts	Reporting: <ul style="list-style-type: none"> Student behaviour and achievement; Homework. 	Paul Harrison
4. MyEd App	<ul style="list-style-type: none"> Messaging; Report on rates of attendance and absence Your child's timetable. 	Sally Hill
5. Parents' Evening System	Booking appointments for parents' evenings – accessed via the college website.	Sam Harris
6. Website	Statutory information, policies and prospectus, diary, letters and emergency announcements.	Sam Harris
7. Social media	Keeping you up to date with news, events and emergency announcements: <ul style="list-style-type: none"> Facebook: ryecollege Twitter: @ryecollegeuk 	Sam Harris

Rye College uses a number of different platforms and tools to help us communicate with our colleagues, students and families.

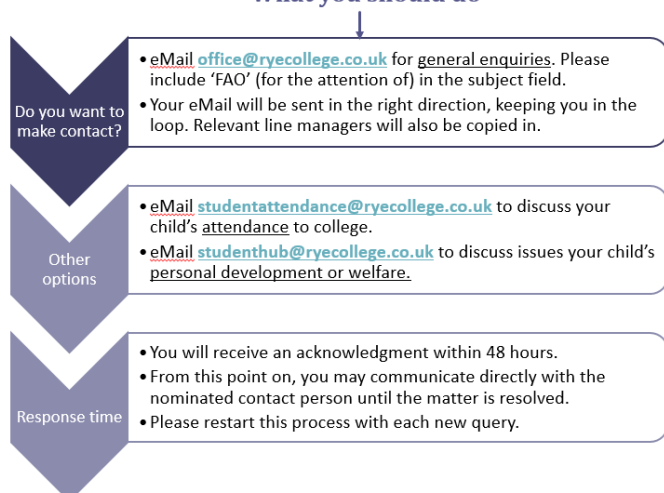


Communications Guidelines – July 2019



How we communicate: eMail

What you should do



All families must have and supply the school with an eMail address.
It is your responsibility to keep this information up to date.



How we communicate: Telephone

What you should do



All families must have and supply the college with two telephone numbers.
It is your responsibility to keep this information up to date.



6 Organisational List

Miss	Anderson	Attendance Manager
Mrs.	Gall	Student Support Officer
Mrs.	Holmes	Student Support Officer
Mrs.	Playford	Student Services Admin
Mr.	Townsend	Inclusion Leader (SENDCo)
Mrs.	Hollowday	Assistant SENDCo
Mr.	Williams	Data Manager
Mrs.	Chillingworth	Director of Literacy and More Able
Mrs.	Harrison	Head of Maths
Mr.	Franks	Director Curriculum and Head of Science
Miss	Loveless	Head of the Arts
Mr.	Simmonds	Head of Engineering
Mrs.	Willett	Head of Geography
Mrs.	Richford	Head of History
Mr.	Grove	Director of Logistics
Mr.	Harrison	Learning Director KS3
Mrs.	Starkey	Learning Director KS4
Miss	Street	Head of Research and Professional Learning
Mrs.	Bate	Year 7 Tutor
Mr.	Harrison	Year 7 Tutor
Mr.	Thomas	Year 7 Tutor
Miss	McCarthy	Year 7 Tutor
Mr.	Meltz	Year 7 Tutor
Mrs.	Richford	Year 7 Tutor
Mrs.	Willett	Year 7 Tutor

Useful eMail Addresses

General Enquiries and to contact specific staff	office@ryecollege.co.uk
Student Hub	studenthub@ryecollege.co.uk
Student Attendance	studentattendance@ryecollege.co.uk



7 Term Dates

Rye College Term and Holiday Dates 2019-2020



	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019
Monday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Tuesday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Wednesday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Thursday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Friday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Saturday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Sunday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020
Monday	6 13 20 27	3 10 17 24	2 9 16 23 30	6 13 20 27
Tuesday	7 14 21 28	4 11 18 25	3 10 17 24 31	7 14 21 28
Wednesday	1 8 15 22 29	5 12 19 26	4 11 18 25	1 8 15 22 29
Thursday	2 9 16 23 30	6 13 20 27	5 12 19 26	2 9 16 23 30
Friday	3 10 17 24 31	7 14 21 28	6 13 20 27	3 10 17 24
Saturday	4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25
Sunday	5 12 19 26	2 9 16 23	1 8 15 22 29	5 12 19 26
	MAY 2020	JUNE 2020	JULY 2020	AUGUST 2020
Monday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Tuesday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Wednesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Thursday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Friday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Saturday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Sunday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30

Bank and Public Holidays 2019/2020

Christmas Day	Wednesday 25 December	Easter Monday	Monday 13 April
Boxing Day	Thursday 26 December	May Day Bank Holiday	Monday 4 May
New Year's Day	Wednesday 1 January	Spring Bank Holiday	Monday 25 May
Good Friday	Friday 10 April	Summer Bank Holiday	Monday 31 August

Staff Training Day/ INSET Day Start of term For pupils End of Term Public Holidays School Holidays

Term Length (Days)

Term 1	4 September 2019	-	25 October 2019	38
Autumn term break	28 October 2019	-	1 November 2019	
Term 2	4 November 2019	-	20 December 2019	35
Christmas break	23 December 2019	-	3 January 2020	
Term 3	6 January 2020	-	14 February 2020	30
February break	17 February 2020	-	21 February 2020	
Term 4	24 February 2020	-	3 April 2020	30
April break	6 April 2020	-	17 April 2020	
Term 5	20 April 2020	-	22 May 2020	24
May break	25 May 2020	-	29 May 2020	
Term 6	1 June 2020	-	22 July 2020	38
			Total	195

NB: May Day Bank Holiday: Friday, 8th May (VE Day)



8 Events

There are a large number of events held throughout the year ranging from a Year 7 'Service of Dedication' at the local church to an Annual Music Concert. Events are advertised via our website.

8.1 Year 7 Students

There will be a meeting for all Year 7 families on **Thursday, 10th October** when you will have the opportunity to find out how your child is settling in. The form tutor can take a note of any queries and direct them to the relevant colleague.

In the autumn, you will receive your child's first report and we will have a Parent Evening. This is an opportunity to see as many of your child's subject teachers as possible and discuss with them the progress your child has made during the academic year.

8.2 Parent Evenings

Parent Evenings are held regularly throughout the year. All year groups have two Parent Evenings allowing for timely discussion of every student's progress. It is expected that all parents attend the relevant Parent Evenings. Parents will be encouraged to record important messages at each event.

Additional Parent Evenings are run for specific purposes throughout the academic year e.g. Year 9 Choices Evening. There is an opportunity for families to meet the leadership team at regular Parent Forum sessions to discuss the growth and development of the College and to ask questions.

8.3 Open Evening and Mornings

The College holds at least one Open Evening and several Open Mornings early in the academic year for existing and prospective parents to attend.

Open Evening	Tuesday, 24th September 2019 – 6pm to 8.00pm
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9 Timings of the Day

The times indicate the start of registration and learning times. This is the time colleagues and students will be in the classroom, ready to learn.

9.00am	Registration
9.20am	Lesson 1
10.20am	Lesson 2
11.20am	Morning Break
11.50am	Lesson 3
12.50pm	Lesson 4
1.50pm	Afternoon Break
2.20pm	Lesson 5
3.20pm	End of the Day
3.30pm	Extracurricular Activities
4.30pm	Close



Students are expected to arrive each morning in plenty of time to attend registration. They must arrive at 8.50am at the latest. Students should enter the College by the rear of the building (by Freedom Leisure). After 8.55am, all access routes will be locked and students should enter via the main entrance (off Love Lane). Students arriving after 9.00am are recorded as late by the Attendance Manager.

10 Absence and Attendance

The College monitors attendance closely as we recognise the impact it has on achievement and to ensure that safeguarding requirements are met.

The Trust sets a minimum expectation of 96% attendance for each student and will not authorise any holiday absence during term time.

10.1 Absence Reporting Procedure

On the first day of illness, we ask you to:

- Phone 01797 222545 by 8.30am; or,
- eMail: studentattendance@ryecollege.co.uk

You are also required to contact us on each day of absence, if your child is unwell for three days or more, and provide medical evidence or an appointment card on the fourth day of illness.

If we have not received notification of absence, we will contact you.

If we have concerns about your child's attendance to College or there has been a long period of absence with no contact, we may conduct unannounced welfare visits to the family home or contact 101 to request a welfare visit.

The absence will be authorised once evidence is received. Without evidence, the absence is recorded as unauthorised. 10 sessions of unauthorised absence in a 10-week period may result in a £60 Fixed Penalty Notice being issued. The College does not authorise any holiday during term time. (Please note that this also applies to persistent lateness to College).

All students whose attendance drops below 96% are provided with an Attendance Plan which is designed with the family to support improved attendance. You will be invited to a meeting to discuss the plan.

The College does not authorise any holiday during term time and issues Fixed Penalty Notices for any such unauthorised holidays.

10.2 Medical appointments

Medical appointments should be made outside College hours. If this is not possible, students must bring a note from their parents or carers in advance of the date along with a letter of appointment from their doctor or hospital to show to the Attendance Manager. If the Attendance Manager agrees with the necessity to miss College, they will countersign the letter and the student will present that at student reception where they will need to sign out. Reception will retain the letter.



Authorised medical absences will be included in overall attendance for the purpose of student awards but discounted for the reporting of overall attendance to the Local Authority.

10.3 Children Missing From Education

Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing in education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET ('Not in Education, Employment or Training) later in life.

Here at Rye College, we understand effective information sharing between the school, parents or carers and external partner agencies is critical to ensuring that all students of compulsory school age are safe and receiving suitable education. Therefore, we report all students who have not attended College for a significant period of time with no contact to the Local Authority and East Sussex Behaviour and Attendance Service.

11 Safeguarding

Safeguarding young people is everyone's responsibility. Everyone who comes into contact with young people and families has a role to play. Our students' welfare is our paramount concern. Rye College will safeguard and promote the welfare of students and work together with other agencies to ensure that our educational establishments have adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

Our schools form part of a community and all those directly connected – colleagues, trustees, governors, parents, families and young people – have an essential role to play in making it safe and secure.

11.1 Our Safeguarding Ethos

- We believe that our schools should provide caring, positive, safe and stimulating environments that promote the social, physical and moral development of the individual child;
- We recognise the importance of providing an environment within our schools that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to;
- We recognise that all adults within our schools, including permanent and temporary colleagues, volunteers and governors, have a full and active part to play in protecting our students from harm;
- We will work with parents to build an understanding of our schools' responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some circumstances.

If you have concerns regarding a safeguarding issue, please get in touch immediately:

- Phone 01797 222545, or;
- eMail: studenthub@ryecollege.co.uk

The Designated Safeguarding Lead is: **Miss Jest Carpenter.**



For more detailed information please visit our website and read our Safeguarding Policy.

12 Severe Weather/Emergency Closure

In the event that weather becomes increasingly severe, the Executive Headteacher has the authority to close the College. The Executive Headteacher will make an informed decision based on information from the site managers, colleagues, public transport providers and weather warnings in local areas and as to whether it is necessary to close. During periods of severe weather, extra-curricular activities are suspended.

1. Closure will be reported on the College website:
www.ryecollege.co.uk
2. Closure will be reported to the local authority and alerts made via their website:
www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures
3. Parents and families will be alerted to the closure using our Facebook and MyEd app:
www.facebook.com/ryecollegeuk
4. Parents will be alerted to the closure using our text messaging service.

Closure and early release are only contemplated in extreme circumstances.

In the case of adverse weather causing our College to close, your contact details will be important. Ensure yours are kept up to date with the office.

13 Hardship

Rye College provides support to students whose family circumstances mean they might not be able to participate in a particular educational opportunity, trip or event.

If you are eligible, we always recommend applying for Free School Meals. More details of this and eligibility criteria can be found on our website. You do not need to be in receipt of Free School Meals to qualify for a hardship grant. There are two routes of support:

- Assistance from the 'Rye Grammar School Exhibition Foundation Governors';
- Assistance at the Executive Headteacher's discretion.

All grants are discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the College will be able to assess your needs.

We don't formally ask for evidence, a letter that details your family circumstances and household income is usually all that is required to make a decision. We might contact you if we need more information. All forms, correspondence and communication are dealt with in the strictest confidence.

Applications can be made at any time. However, we ask families to submit any application as soon as you become aware you might need support. You must notify the College of any change in circumstances that might affect the continuation of the grant.



Grants are paid directly into the relevant trip, event or cost centre.

Contact the Executive Headteacher's Personal Assistant for more information.



14 Student Dress Code

At Rye College, we take pride in our appearance at all times and ask families to help us in ensuring that students always wear correct College uniform. We expect students to take pride in their personal appearance and in wearing their College uniform. Their clothes should be clean and smart and shoes should be polished. Attention to personal hygiene and grooming is also important.

Plain black footwear

- No white or coloured marks, signs or stripes
- No coloured laces
- No boots
- No heels

Plain black smart trousers

- No denim
- No cords
- No tracksuit bottoms
- No leggings/legging style (stretchy material)
- No trousers tucked into socks

Plain black knee length skirt or pinafore dress

- To be worn with black opaque tights or black knee-high socks

White shirt and tie

- Long or short sleeved to be worn with tie
- Striped tie for Y7, Y8 & Y9
- Plain purple tie for Y10 & Y11

Rye College jumper

- To be worn with shirt and tie only. No hoodies or other types of jumpers are allowed.

Black or grey tailored shorts

- To be worn after the Easter break

Purple Rye College polo shirt

- To be worn after the Easter break
- No sports shorts
- Not to be worn with Rye College jumper

Rye College blazer

- Must be worn at all times
- In warm weather, students are permitted to remove their blazers

Jewellery

- For health and safety, only a watch and a discrete stud/retainer in each ear are permitted
- Other piercings and jewellery are not permitted, students will be asked to remove them

Hair

- Colour must be natural
- Conventional styles without fashion statements or adornments
- Long hair must be tied back when health and safety rules apply
- Plain headscarves in college colours may be worn for religious or cultural reasons

Other

- Any make-up should be appropriate for the workplace
- For health and safety reasons, no nail varnish or acrylic/gel nails
- In bad weather, suitable waterproof top coats should be worn
- Hats may not be worn indoors

PE Kit

- Red 1/4 zip jumper
- Red sports training t-shirt
- Plain black jogging bottoms/shorts
- Red socks
- Trainers

Dance kit

- Comfortable jogging bottoms or leggings (no less than 3/4 length, with no zips or toggles)
- Loose fitted t-shirt for comfort (girls may wish to wear a leotard or vest underneath), **no midriff showing**
- For safety, students are required to work barefoot



14.1 Uniform

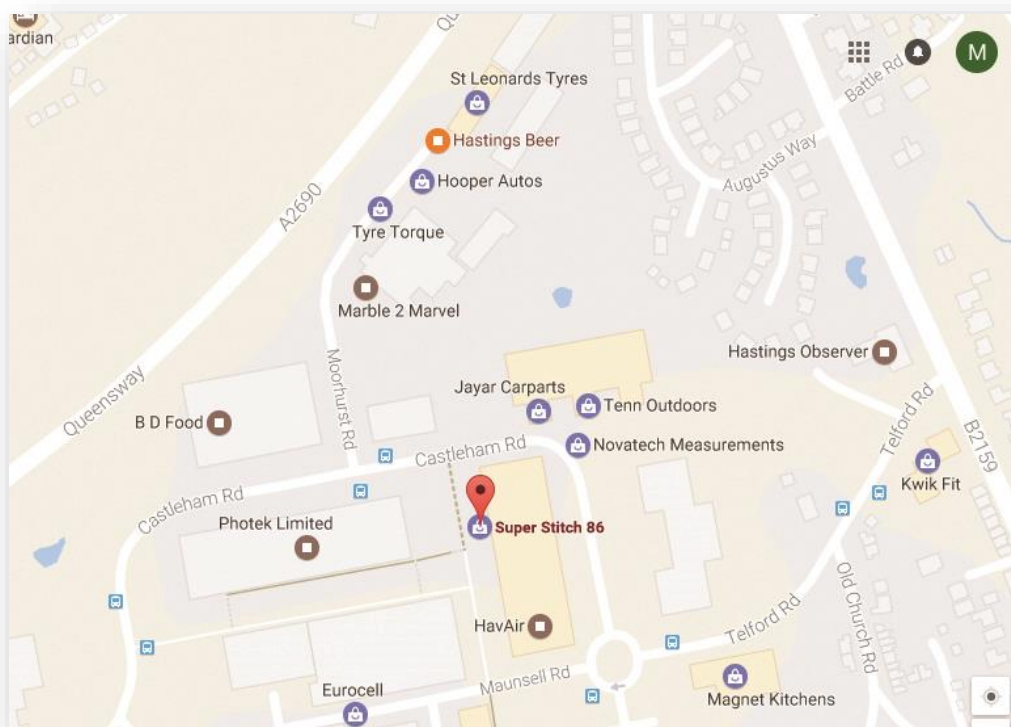
Please note our requirements are gender neutral.

Students who are not in correct uniform, may be issued uniform to wear (including plimsolls), asked to return home and come back suitably dressed, or placed with a colleague for the day. In all cases, you will receive a telephone call.

14.2 Our Clothing Stockist

Superstitch86
6-7 Castleham Rd
St. Leonards-on-Sea
TN38 9NR

eMail: sales@superstitch86.co.uk
Telephone: 01424 852225



14.3 Equipment

14.3.1 Required daily essentials:

- 2 working black, red and blue pens;
- 1 HB pencil;
- 1 ruler (at least 15cm long);
- 1 highlighter;
- 1 eraser;
- 1 scientific calculator (can be purchased through the college);
- 1 geometry set;
- 1 reading book.



14.3.2 Equipment for Art Lessons

These items are available to be purchased cheaply through the college:

- 6B pencil;
- 1 sharpener;
- 1 eraser;
- Sketch books (not compulsory for KS3).

PVA glue, tape, coloured pens and pencils and a set of paints will be required for home learning.

14.4 Planners

If you think your child would benefit from the use of a diary, please contact the Student Hub.

14.5 College Bags

Students are expected to carry bags that are suitable for holding books and equipment. Bags should be plain, with no obtrusive logos, slogans or patterns and be large enough to carry an A4 folder. Rucksacks and backpacks are best for good back health if worn over both shoulders.

PLEASE NOTE

Electronic devices such as iPods, MP3 players, iPads and games consoles are not allowed to be used on the school premises and should be switched off during the College day. **Such items are brought into College at the owner's risk.**

14.6 Mobile Phones

At Rye College, we recognise the importance of mobile phones as a tool for ensuring the safety of your child. If your child does have a mobile phone it **MUST BE SWITCHED OFF AND PLACED IN THE BOTTOM OF A BAG** when in College. **Mobile phones are not to be used on the site at any time.**

If you need to contact your child urgently, please ring or email the College:

- Phone 01797 222545 or,
- Email office@ryecollege.co.uk

Any mobile phones used during the College day will be confiscated and handed into reception for collection at the end of the day. Such items are brought into College at the owner's risk.

15 Policies and Protocols

All of our policies relating to the College can be found on our website www.ryecollege.co.uk. Other policies that relate to the trust and our group of schools can be found at www.aquinastrust.org.

Important policies that you might need to refer to are:

- Attendance;
- Behaviour Management;
- Teaching, Learning and Assessment;
- Complaints;
- Severe Weather.



16 Teaching, Learning and Assessment

As a member of Aquinas, we are part of a family of schools that serve the young people of Rye from 2 to 16 years old, truly making us a community College. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

16.1 Teaching, Learning and Assessment Statement

Rye College aspires to be a high performing school, raising achievement for the whole community. We offer a broad and balanced curriculum with an academic core through which all students have the opportunity to study at least one arts qualification. Our curriculum development is focused on stretching, challenging and engaging all students – we don't believe lessons should be fun, rather students should get gratification through success.

To achieve our goals, we require a commitment from students, colleagues and parents alike. These requirements are detailed below;

Colleagues are responsible and accountable for:

- Ensuring a high-quality learning experience for all students;
- Following the College teaching, learning and assessment policy;
- Adhering to the Home-College Learning Agreement.

Students are, therefore, responsible for:

- Trying their best and taking pride in all that they do;
- Signing up and adhering to the Home-College Agreement;
- Following the Behaviour Management Policy;
- Acting on feedback about how to progress in their learning.

16.2 Rye SMART

Rye SMART is about creating a 'can do' culture in our schools that focuses pupils and students on what are the essential aspects to succeeding, not only in school, but outside as well. We focus students on Standards; Mindset; Attendance; Rye Community; and, Teaching and Learning.

We believe young people who engage with these five 'pillars' not only grow the confidence to become more effective and thoughtful learners but also develop life skills that serve them well whether they go on to further education, employment or training. Rye SMART encourages young people to see success as an active process based on their participation and engagement with education.

Rye SMART is not only for students but all members of our 'Rye Community' – we ask of our students what we ask of our families and what we ask of ourselves. In this way, Rye SMART involves all the adults in a child's life and recognises that family, as well as school, is critical to a successful education.



16.3 Home-College Learning Agreement

This agreement is an undertaking by colleagues, families and students, detailing how we will work together and support each other in providing the highest possible standards of education and care. It is intended to foster a real sense of partnership based on clear expectations. It helps to ensure effective working relationships and open communication. The support of parents and families is crucial in creating a strong partnership in which all students can maximise their potential.

We as a College agree to:

- Deliver high quality education and set student targets to raise standards;
- Monitor achievement, attendance, punctuality, uniform and equipment, and contact parents if there are concerns;
- Use the student report system to monitor our expectations of individuals;
- Not tolerate student's disrupting the education of others; we will take a strong stance on indiscipline;
- Set, mark and monitor regular homework (parents can check homework on ClassCharts);
- Take opportunities to communicate students' progress thorough parents evenings and monitoring;
- Keep parents informed about College activities through newsletters, email, text and the website;
- Promote a responsible approach to leading an active and healthy lifestyle.

As a parent and family, you agree to:

- Ensure your child attends College regularly;
- Ensure your child goes to College, in uniform, on time and with the correct equipment;
- Fully support the College's policies, including the detention systems, expectations and sanctions concerning achievement, work effort and behaviour;
- Support your child in homework and other opportunities for learning;
- Attend parents' evenings and discussions about your child's progress;
- Contact the College with concerns as they arise;
- Allow the College to keep relevant personal records including a photograph, both electronically and on paper;
- Keep the College updated as and when personal details, especially phone numbers, addresses or emails change.

As a student, you agree to:

- Attend College regularly, in uniform, on time and properly equipped;
- Accept the College's expectations and sanctions concerning work and behaviour;
- Take responsibility for your own learning and behaviour;
- Not disrupt the teachers or affect the learning of others;
- Complete your homework and coursework on time;
- Accompany your parents to Parent Evenings;
- Be polite, co-operative and show respect for all members of the College community;
- Endeavour to participate in a range of extra-curricular activities;



- Work to the best of your ability towards your academic targets.

17 Curriculum

Our curriculum offer is simple: broad and balanced with an academic core through which all students can study at least one arts qualification.

It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, Mathematics and Science with a broader offer of suitable academic, vocational or technical qualifications. In recent years, our students have found great success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

Our new curriculum pathways are designed to increase the number of students entered for English Baccalaureate subjects such as the three sciences, humanities and French as well as offering all students the opportunity to study a complementary subject – currently more often than not, in the arts.

Years 7 and 8 are focused on youngsters becoming ‘good learners across a range of subjects’ so that by the time we consider curriculum choices in Years 9 and 10, students have a core body of knowledge and skills, an understanding of their qualification choices and are prepared for success in public exams at the end of Year 11.

17.1 Life Education

Life Education comprises Philosophy, Religion and Ethics (PRE); Personal, Social, Health and Economic Education (PSHEe) and Careers, Information Advice and Guidance (CIAG).

Life Education is taught in one lesson per week at Key Stage 3, supplemented by assemblies, tutor sessions and bespoke events. Students will tackle age-related topics, and are encouraged to share their own and listen to others’ views and beliefs in a safe, mutually respecting environment.

17.1.1 Personal, Social, Health and Economic Education (PSHEe)

The PSHEe curriculum contains the statutory and recommended education for young people that does not ordinarily get taught in other curriculum subjects. This includes topics such as: careers education, work related learning, personal and financial well-being, drugs, tobacco and alcohol education, Sex and Relationship Education (SRE), and Citizenship.

17.1.2 Religious Education (PRE)

Religious Education is taught as ‘Philosophy, Religion and Ethics’ (PRE). The PRE curriculum is in line with statutory requirements outlined in the East Sussex Locally Agreed Syllabus which states the aim of religious education is “to give children and young people opportunities to explore the spiritual dimension of human experience and fundamental questions of human life, relating these to the beliefs, values and practices of believers and others and to their own developing beliefs and values.”

17.1.3 Sex and Relationship Education (SRE)

Sex and Relationship Education (SRE) is compulsory from age 11 onwards. It involves teaching children about reproduction, sexuality and sexual health. It doesn’t promote early sexual activity or any particular sexual orientation.



Some parts of sex and relationship education are compulsory - these are part of the national curriculum for science. In line with guidance from the Department for Education, we also include:

- Relationships, love and care, and the responsibilities of parenthood;
- Types of contraception, safe sex, and sources of advice and treatment;
- How the law applies to sexual relationships.

As with all schools, we have a written policy on sex education available on our website.

17.1.4 Careers, Information, Advice and Guidance (CIAG)

Students are provided with independent careers guidance from Year 8 onwards. Working with a range of local providers, we use the Gatsby Charitable Foundation's Benchmarks to develop and improve our careers provision.

17.2 Modern Foreign Languages

We recognise the importance of studying an additional language – both as a means of communicating with others, whether at home or abroad, but also as an essential tool in a globalised market place. Students have the opportunity to develop greater cultural awareness and the ability to see the world from different perspectives.

We also recognise that some students can find the study of an additional language challenging especially whilst trying to secure basic expectations in their first language. Therefore, at Rye College, those students who are to study an additional language are identified in Year 7 on the basis of prior attainment (Key Stage 2), prior exposure and preference. If you would like to discuss this in further detail, please speak to the Director of Curriculum.

17.3 Homework

Homework is learning set to be done outside the timetabled curriculum. It contains an element of independent study as it is not usually directly supervised by a teacher. It is important in raising student achievement, and teachers expect homework to be completed on time and to a high standard. Not all homework needs to be done at home. If for any reason your child's homework needs to be completed in College, please speak to the form tutor.

At Key Stage 3, homework will be set:

- Weekly for English, Mathematics, Science, History, Geography and French;
- Once every three weeks for Design Technology;
- Some subjects, PE for example, will not set homework.

At Key Stage 4, homework will be set weekly for all examination courses/subjects.

Each homework task should take approximately 30 minutes for Year 7 and 8 students – English will require one hour of reading. For Year 9 students, each piece should take approximately 45 minutes while all Key Stage 4 homework pieces should take approximately 60 minutes.

17.3.1 ClassCharts

At Rye College, we communicate homework through an online application called 'ClassCharts'. This app is available for parents, families and students. It keeps you in the loop when it comes to



homework, detailing what has been set and when it is due. We advise you to download this app. If you require a password, please get in touch.

17.3.2 Hegarty Maths & Seneca

We have invested in the award winning 'Hegarty Maths' to facilitate the setting of our Maths homework. This website combines an easily accessible platform for answering questions with revision videos to support students if they are at all unsure. Students are set homework and their responses through the website: www.hegartymaths.com/login/learner.

Our students are also encouraged to access Seneca, a mobile app for revision and homework for all subjects from KS3 onwards, developed to identify and fill gaps in understanding.

18 Educational Trips and Visits

At Rye College, we believe that our students benefit significantly from visiting places of interest and we know these experiences will broaden students' horizons and deepen their learning.

We run regular trips to museums, galleries, theatres, sports venues and other places of interest. You will have already received an admissions pack with various permission forms, one of which relates to educational visits. We always request permission and ask you to sign and return a copy of this form. This includes a statement agreeing to allow your child to attend off-site visits. However, you will always be informed if your child is taking part in a trip or visit. It is then your responsibility to tell the College office if you do not want your child to attend a trip.

For trips which are further afield or for a longer time, you will be sent detailed information and asked to sign a specific form for that trip.

We will ask parents for a contribution towards the cost of College trips where necessary. We do not want cost to be a reason for students to miss out, so if parents are unable to make a contribution they should discuss this with us.

19 Student Hub

The Student Hub is a 'one-stop shop' for students and their families. It is situated in the heart of the College so students can access pastoral support, services and advice before, during and after college.

19.1 Support and Services

At Rye College, the students' welfare is of the upmost importance to us. Consequently, we offer a number of services – both internal and external – to support your child:

My Time	Peer Mentoring	Dragonflies
Counselling	'Safe' Space	Friendship Groups
WISE	Lunch Club	School Nurse
Young Carers	Library Club	U19's Substance Misuse

If you feel your child needs additional pastoral support, please contact us for a conversation.



19.1.1 Counselling

'Place2Be' provide counselling services for the college. 'Place2Be' is a children's mental health charity providing school-based support and in-depth training programmes to improve the emotional wellbeing of students, families and colleagues: www.place2be.org.uk.

19.2 Anti-Bullying

Bullying is when a person or a group repeatedly and intentionally uses or abuses their power to intimidate, hurt, oppress or damage someone else a number of times (STOP: Several Times On Purpose). Bullying can take many forms, from physical or verbal abuse to bullying via text messages or the internet (cyber-bullying).

We do not tolerate bullying and nor should you.

At Rye College we try to tackle any form of bullying at the earliest opportunity by working with the student being bullied to develop a plan using a mediation and restorative approach.

We are able to address bullying on the journey to and from school, if the bullying is carried out by students in school uniform and we are informed, however, we are unable to take action over incidents at weekends or during the school holidays.

What should you do if you think your child is being bullied or you witness bullying?

- Contact the 'Student Hub' and report it;
- Be sure of your facts and have names, a description or names of witnesses, if appropriate;
- Your child will be asked to write down these details with the support of the 'Student Hub';
- We will then help your child to sort out the problem by using restorative justice, mediation and, in extreme cases of persistent bullying, fixed term exclusion;
- We will contact you with the outcome;
- Please do not take matters in to your own hands.

If you have concerns regarding bullying, please get in touch immediately:

- Phone 01797 222545, or;
- eMail: studenthub@ryecollege.co.uk

19.2.1 Cyber-Bullying

We do not tolerate any form of cyber-bullying and, although we try to deal with this in a similar manner to other forms of bullying, we can only help if we can identify the person doing it. It can be very difficult to trace ownership of an online account.

We are able to search for an image on a mobile phone, if it is likely to be used to cause harm (via text message or the internet) but we cannot trace, block or remove online accounts.

What should you do if you think your child is being bullied online?

- Do not comment back;
- Block the person and report them to the social media platform you are using;
- Contact the 'Student Hub' and, if possible, provide screen shots of the messages.



We advise all parents to check their children's digital footprint regularly and report any suspicious activity to the College so we can support you in keeping your children safe online.

For more information about online safety please refer our website:

www.ryecollege.co.uk/parents/online-safety-for-parents.

Everyone has the right to be safe and happy at Rye College. So don't just ignore it... Report it!

20 Behaviour Management

20.1 Classroom Behaviour

Where a student fails to meet classroom expectations, the following system is used:

1. **Verbal warning;**
2. **Recall:** Name on the board – 10 minute discussion with teacher after college that day;
3. **Faculty Detention:** Either at break or after College;
4. **Relocation:** Moved to another lesson owing to disruption to the learning of others. There is an automatic 1 hour detention the next day.

Colleagues may move to relocation, without warning, if necessary. Parents of students who are continually being relocated will be asked to meet with the College to discuss a way forward and agree additional support.

Detentions can be given to students at break, lunch or after-school if they are not meeting our expectations. This includes during lessons, social time and to and from College. We expect all families to support the college in implementing this process.

Parents are informed of detentions via ClassCharts ONLY, so please check all notifications.

PLEASE NOTE

- No allowances are made for not attending detentions unless exceptional circumstances are demonstrated in writing. The Executive Headteacher's decision is final;
- **It is the family's responsibility to arrange transport home following a detention;**
- Community service around the college may be given as part of any detention, this includes litter picking.
- Students who fail to attend a detention may receive a fixed term exclusion/solo study.

20.2 Damage of Rye College property

In the unfortunate situation where property is deliberately damaged, **the full cost of repair or replacement with administration will be charged.**

20.3 Rewards and Sanctions

We believe encouragement, praise and reward are central to unlocking the potential of all our young people. Encouragement and praise underpin positive relationships between colleagues and students which in turn promote good teaching and learning. Good behaviour is promoted by drawing attention to, and acknowledging, the positive discipline for learning and hard work shown by others. Praise needs to be used appropriately, sincerely and linked to specific examples.



Students can be rewarded in each of the Rye SMART areas:

- Standards;
- Mindset;
- Attendance;
- Rye Community;
- Teaching and Learning.

Rewards can be followed at home with ClassCharts.

Every term (six times a year), reward assemblies take place which recognise those students who have demonstrated 'Rye SMARTness' as well as those with high rates of attendance since the start of the year and over the term.

At the end of the year students celebrate with an Annual Reward Assemblies and an Evening Event. Students in Year 11 finish the year with a Leavers' Assembly and Prom Event.

21 Special Educational Needs and Disabilities (SEND)

All colleagues at the College are committed to meeting the Special Educational Needs of all students, whether they are academic, emotional, social or physical. Training on supporting students with special educational needs forms an integral part of our annual training programme.

We aim to meet students' needs as far as possible within the normal classroom environment to avoid negative perceptions on the part of students.

All curricular opportunities are open to all students with special needs within the bounds of the Disability Discrimination Act. Reasonable adjustments may be necessary in the interests of individuals. We seek to create an environment which meets the individual needs and talents of all our students in a caring, supportive and disciplined manner.

For more information, please refer to our SEND Policy.

21.1 Intervention

There are times when a student's progress and learning requires intervention from the teacher, tutor or College as a whole to secure a successful outcome. The 'waves of intervention' model describes how different levels of intervention are applied and used at the College.

- **Wave 1** describes the quality inclusive teaching that takes place in the timetabled classroom. Teaching will take into account the needs of all the students through differentiation and creating an inclusive learning environment.
- **Wave 2** describes specific, additional and time-limited interventions provided for groups of students. This may seek to develop specific skills or knowledge required to accelerate their progress to enable them to work at or above expectations. This may require intervention for the group within or outside of the lesson.
- **Wave 3** describes targeted provision for individual students who require highly personalised intervention. Usually, students will be withdrawn from the timetabled lesson to receive bespoke intervention programmes delivered by specialists.



22 Medical Conditions

Rye College understands our responsibility to make the College welcoming and supportive to those with medical conditions whether currently attending or considering enrolling in the future.

We aim to provide all children with medical conditions the same opportunities as other students at college.

Students with medical conditions are encouraged to effectively manage their condition with support and care from the College. Please refer to our Supporting Students with Medical Conditions Policy on the College website. Students may require an individual Health Care Plan if a medical condition is ongoing.

22.1 Accidents and Illness

If a student has an accident or feels unwell they must tell a colleague straight away. If they are too ill to remain at college then we will contact the family.

PLEASE NOTE

- Years 7 and 8 must be collected from the College: students will not be allowed to make their own way home if they are unwell. At parental request, Years 9 to 11 may travel home alone.
- Any student who presents with any type of head injury must be collected from the College; they will not be allowed to travel home unaccompanied.

22.2 Medicines

Should you need to provide prescribed medication for administration during College hours it is vital a consent form is completed and the medication is handed in at the office. Medication will be stored securely and will be available for collection at the end of the day. With the exception of asthma inhalers and adrenaline auto-injectors, students are not allowed to administer drugs themselves. If a student wishes to take a pain killer, they must go to reception.

22.2.1 Inhalers

All inhalers should be clearly labelled with the student's name and be carried by the student at all times. A second inhaler, clearly marked with the student's name, should also be left at reception.

22.2.2 Adrenaline Auto-Injectors

If your child suffers from any type of allergy or allergic reaction then they must bring in a letter from their doctor outlining the nature of the condition and the necessary remedial action required. If this includes the use of adrenaline auto-injectors we also need consent from both your doctor and you to use a spare device bought by the College for use on children with serious allergies in emergencies.

In all cases relating to any form of medication, it is the responsibility of the parent and family to ensure that all medication is within the use by date.

22.2.3 Insulin

If your child has diabetes, they will have an Individual Healthcare Plan. Your child may administer their own insulin or, with the consent of parents, a trained colleague may also administer it. Your child will know where their insulin is and that it is easily accessible.



22.3 First Aid

There are a number of first aid trained colleagues available at all times during the College day and a first aider will always accompany any educational trips and visits. A record of treatment given is made at the time and may be shared with parents as appropriate.

Please ensure that you have completed and returned the Emergency Contact form. If you are unsure whether you have returned this form or if your details have changed, please contact the office.

First Aid boxes are continuously maintained and situated at various points around the College.

23 Pupil Premium

The college uses the Pupil Premium to enhance collective provision with a particular focus on:

- Closing the Progress 8 gap between those for whom the College receives Pupil Premium funding and other students;
- Improving attendance rates for students in receipt of Pupil Premium funding and in turn the whole College;
- Increasing student awareness, participation and appreciation of wider opportunities both inside and outside the College community.

Our approach is that within the classroom, teachers teach the students in front of them according to their needs and abilities, not their economic circumstances. Therefore, the focus of provision funded by the Pupil Premium has been to ensure all students arrive at the classroom door on a level playing field.

24 Catch-up Premium

The year 7 Catch-up Premium, also referred to as the Year 7 'literacy and numeracy catch-up premium', provides schools with additional funding for each year 7 pupil who did not achieve the expected standard in reading or mathematics at the end of Key Stage 2.

The College runs a number of interventions to support students who need a little extra support with their literacy and numeracy:

- Additional English and maths lessons replace a modern foreign language;
- Catch-up Numeracy (Year 7);
- Passport Maths (Key Stage 3);
- ReadingWise (Key Stage 3).

In the classroom, differentiation is central to supporting students when they are not receiving catch-up interventions. Our lessons include:

- Differentiated objectives;
- Differentiated activities and resources;
- Differentiated assessment and questions.



Differentiated activities and resources are specifically targeted at students rather than allowing them to select their own. If students are allowed to select their own, it may result in them working on activities that are too easy or too challenging. Some students access additional in-class support through the presence of a teaching assistant.

25 Online Safety

The internet provides a valuable resource in terms of research for learning along with a range of social media tools that allow users to interact with one another, for example social networking sites such as Facebook, Twitter and SnapChat to name a few. Awareness needs to be given to the types of communication that can occur between colleagues and students using the college's various communication systems.

While recognising the benefits of these media for new opportunities for communication, Rye College sets out the principles colleagues and students are expected to follow when using social media and electronic communication tools. Please refer to our College website and view the Online Safety Policy for further information: www.ryecollege.co.uk/parents/online-safety-for-parents.

26 Catering and Cashless Systems

We have our own catering facility on site offering a wide variety of healthy food options. We provide for allergy sensitive and vegetarian diets. There is also a Food Cube that requires cash to purchase warm snacks during break times. Menu options are detailed on our website.

Some children may prefer to bring sandwiches and supplement them with items from the cafeteria. Provision is made for all food to be eaten in the designated dining areas.

26.1 Cashless Catering

Rye College uses a cashless catering system. This system has till terminals integrated into the catering facility. The system is based on a 5 digit numerical code.

26.1.1 How it works

We will issue the code to your child within the first few days of term, until then your child will be able to use money; if your child is entitled to Free School Meals the canteen will be informed.

Your child then puts cash onto the system at whatever frequency you choose using their code to identify their account. In the kitchen, having selected their choice of food, they enter their code and the account is debited the appropriate amount.

The benefits of a Cashless Catering System are:

- Parents can ensure the money they give their child is used for lunch;
- The speed of service is increased and queues are greatly reduced;
- Students on free school meals use the free school meals allowance first;
- Students carry cash less often;
- Student diets can be improved and purchases can be monitored;
- The caterers can analyse popular lines to assist in menu planning.



26.1.2 ParentPay

ParentPay is an option for payment of school lunches. Further details will be supplied at the beginning of term.

26.2 Other Online Payments

Tucasi Online Payment is an option for payment of school trips and other significant activities or resources. Further details will be supplied at the beginning of term.

27 Health and Safety

The trust board recognises that making appropriate provisions for the health and safety of all persons using college facilities and those participating in off-site educational activities is fundamental to the wellbeing of the College community.

Our Health and Safety Policy, its supporting documentation and arrangements for implementation meet our legal obligation and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all colleagues to be familiar with the contents of this policy. All students, colleagues, visitors and other users of the premises will be required to observe the Health and Safety Policy of the College.

27.1 Fire Evacuation Process

There are regular routine fire alarm practices throughout the academic year. Students are escorted by their teacher to the fire assembly point where they will line up according to their tutor group. Registers are taken to ensure all students are accounted for. This procedure will also be followed in the event of any other emergency situations.

Students and colleagues will not return to the buildings until the Head of School has determined that it is safe to do so.

Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation which may cause an imminent risk to personal safety. In the event of a suspected fire the alarm will be operated but in other cases, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarm or operating any electrical equipment. In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified.

27.2 Facilities

Rye College is currently enjoying a £4.1 million investment programme to improve facilities are classrooms. The college has a number of specialist facilities to support children with their learning:

- Library;
- Student Hub;
- Milligan Theatre;
- IT Suites;
- Music Practice Suite;



- Sports Hall, Gym and sports field;
- Multi-use Games Arena (MUGA);
- Canteen and Food Cube.

28 Data Sharing Privacy Notice for Families

Data protection law has changed and we want to keep you up to date with the steps that we are taking.

On the 25th May 2018, the General Data Protection Regulation, known as GDPR, came into effect. GDPR imposes additional obligations on organisations and gives you extra rights around how your data is used.

We want you to know that Rye College respects the information we hold on you and that we take the security of your information very seriously.

We have published a new Privacy Notice to give you more information on the data we hold on you, what we do with that data, who we share your data with and your new rights under the GDPR. Our updated Privacy Notice is on our website: www.ryecollege.co.uk/college/policies.