



Realising potential

Uckfield College

Prospectus

270 students in each year group and 360 in our Sixth Form

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Dear Parents and Carers

A warm welcome to Uckfield College. Thank you for taking the time to find out more about our learning community.

Uckfield College – Realising Potential

Uckfield College is a College that is a strong, caring community of students, staff and parents and we are all very proud of its achievements. Our college motto is 'Realising Potential' and we constantly strive to inspire and support every child to learn and develop as mature, wise, fully rounded individuals. Our unswerving commitment is to bring out the best in your child. Our aim is for your child to grow up as an individual who not only has a deep understanding of the world but also has the emotional intelligence and strong moral values that enable him or her to be a happy and positive member of our global society.

Quotes from Ofsted Inspections:

Ofsted "Every child really does matter at Uckfield College."

Ofsted "The College is innovative and has a record of success in raising standards and achievement."

Ofsted "Student behaviour is exemplary."

Ofsted "Teacher-pupil relationships are particularly strong at Uckfield College."

Ofsted "Your students are the most moral we have found in many years of doing inspections."

Ofsted "Pupils say that homework tasks extend their current learning and provide additional challenge."

Uckfield College – A personalised curriculum

A big advantage of being a larger than average school is that we can offer a wider variety of optional courses from which each student can select his or her bespoke curriculum. Our ambitious curriculum prepares young people for a modern, changing world and includes traditional moral values that have stood the test of time.

There is a wide variety of extra-curricular activities and trips that enrich young people's lives.

Quotes from Ofsted Inspections:

Ofsted "Students develop into mature and thoughtful young adults."

Ofsted "Students are enthusiastic and keen to learn."

Ofsted "Pupils feel that their teachers listen to them in lessons and that they are well challenged."

Ofsted "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

Ofsted "Parents appreciate how well their children's needs are met in lessons."

Uckfield College – People matter

We believe the strong triangle of Uckfield College staff, you the parents and your child working together enables each student to flourish. We involve students in discussions about their learning (Student Voice) and we not only listen to parents but actively engage you in decision making. Our doors are always open to discussions about your child's progress.

Quotes from Ofsted Inspections:

Ofsted "Very positive atmosphere and attitudes shown by students and staff."

Ofsted "Teachers make better use of assessment information to plan work that meets the needs of all pupils."

Ofsted "Parents comment positively that their children are safe and well cared for at this school."

Our parents are aspirational and very supportive. We always work closely with them to enable each individual to be the best they can be. Two quotes that parents wrote to Ofsted at our last inspection:

"The ethos of this school is about encouraging young people to love learning, be interested in the world around them, take care of it and take care of one another."

Another parent said "I am impressed with the passion of the teachers for their subjects and that all the teachers seem to personally know my children."

In conclusion, I make no excuses for sounding so very proud of the strengths, achievements and successes of our students. I hope you share our values and high expectations and will decide that this is the right school to give your son/daughter the best start for a truly happy future. I look forward to meeting you soon.

Yours sincerely



Hugh Hennebry
Principal

Excellent Teaching and Learning

Our pledge to you... A relentless focus on inspiring and engaging learning opportunities.

Key Stage 3

The Key Stage 3 Curriculum aims to provide a broad and balanced curriculum for all students. Subjects taken by all students in Key Stage 3 are:

- Art
- Drama
- English Language and Literature
- Geography
- History
- Computing
- Mathematics
- Modern Foreign Languages (French or Spanish)
- Music
- Life Learning (Personal, Social Health Education) including Careers Education
- Physical Education and Games including Swimming and Dance
- Religious Studies
- Science
- Technology

Opportunities for Academically More Able (AMA) / Gifted and Talented students exist both through extension work in class, extra-curricular opportunities and trips, e.g. NASA trip. Students from Year 7 to Year 13 can also study Arabic after school as an additional learning enrichment.

Formation of Teaching Groups

We believe very strongly that the way in which teaching groups are organised should maximise students' progress. We also believe that there are a number of subjects which should be taught in groups (sets) where students are at a similar level of ability.

In Year 7 students are set in ability groups for English, Mathematics, Science and Modern Foreign Languages. Students are placed in sets using Teacher Assessments and SATs results from their Primary Schools. Students can be in different sets for different subjects depending on their ability. Students can, and do, move between sets as they develop.

Setting in English, Mathematics, Science and Modern Foreign Languages continues in Years 8, 9, 10 and 11. There is also some setting in Computing, PE, Technology and Religious Studies.

Homework

We believe that homework extends and enriches learning that has gone on in the classroom and also develops independent learning habits. The demands of homework increase as the student progresses through the College.

Every student in the College has their homework set in a way that parents can monitor what is being set, what homework has been completed by their child and when it was handed in. This homework system is available online so that students, parents, teachers and form mentors can look at it anytime and anywhere. Parents are asked to monitor their child's home study. We value parents' support and encouragement of their children's independent study and welcome regular feedback on any homework issues. In all years students have guidance and support to help them organise their learning and plan their time effectively. The homework record is regularly monitored by form mentors.

Religious Studies at Key Stage 3

The 1988 Education Act requires RS to be provided for all registered students at the College. It is taught according to the East Sussex Education Authority's agreed Syllabus. The two main aims of RS are firstly to give children and young people opportunities to develop their knowledge and understanding of the nature of religious beliefs and practices and the importance of these in the lives of believers, and secondly to explore those aspects of human experiences which give rise to spiritual awareness and fundamental issues about beliefs and values. The Education Act allows parents the right to withdraw their child from RS lessons.

Key Stage 4

We believe students should be able to choose their bespoke curriculum early and also to study their chosen subjects for longer as the new GCSEs are more challenging. Students choose their options in Year 8 and study them over three years in Years 9 to 11.

We aim to give every student an individual and well-balanced course during these vital years. Such a course should leave open as many doors as possible as far as a future career is concerned.

All students study to GCSE Level in English Language, English Literature and Mathematics and the majority will study either French or Spanish. As appropriate all students study either separate single GCSEs in Physics, Chemistry and Biology or Double Award Trilogy Science. Some students study Further Mathematics GCSE.

Three further GCSE subjects are chosen by students from the following list.

- **Art and Design**
- **Animal Care**
- **Business Studies**
- **Computer Science**
- **Dance**
- **Drama**
- **Economics**
- **Engineering**
- **Further Mathematics**
- **Geography**
- **History**
- **Information Technologies**
- **Media Studies**
- **Music**
- **Photography**
- **Physical Education**
- **Religious Studies**
- **Technology: Engineering Award, Resistant Materials, Food or Art Textiles**

There are various extension activities in class as well as courses for Academically More Able (AMA) / Gifted and Talented students, eg Triple Science, Computing, Engineering and Further Mathematics GCSE. There are also clubs, extra-curricular activities and trips, e.g. NASA trip, for our more able students.

Some students will be able to work towards a Bronze or Silver award from the Duke of Edinburgh's Award Scheme. This involves them in community work and additional work experience. In addition, students work towards and achieve Bronze, Silver and Gold Arts Awards.

Homework

In Years 9, 10 and 11 students are set regular homework in all subjects.

Every student in the College has their homework set in a way that parents can monitor what is being set, what homework has been completed by their child and when it was handed in. This homework system is available online so that students, parents, teachers and form mentors can look at it anytime and anywhere. Parents are asked to monitor their child's home study. We value parents' support and encouragement of their children's independent study and welcome regular feedback on any homework issues. In all years, students have guidance and support to help them organise their learning and plan their time effectively. The homework record is regularly monitored by mentors.

Religious Studies at Key Stage 4

The 1988 Education Act requires RS to be provided for all registered students at the College. It is taught according to the East Sussex Education Authority's agreed Syllabus. The two main aims of RS are firstly to give children and young people opportunities to develop their knowledge and understanding of the nature of religious beliefs and practices and the importance of these in the lives of believers, and secondly to explore those aspects of human experiences which give rise to spiritual awareness and fundamental issues about beliefs and values. The Education Act allows parents the right to withdraw their child from RS lessons.

Key Stage 5 – The Sixth Form College for students aged 16+

The Sixth Form College operates as a 'college within a college' with its own distinctive ethos. A separate, more detailed prospectus is available from College Reception and on the College website. A wide range of courses is on offer. These include Advanced Levels, Vocational qualifications and opportunities to take enrichment courses such as the Community Sports Leadership Award. Students can select courses that develop into an individual package to suit their personal interests or their career objectives. The following subjects are currently all available at either A Level or BTEC:

- **Art (Fine Art)** A Level
- **Art** BTEC L3
- **Biology** A Level
- **Business Studies** A Level
- **Business** BTEC L3
- **Chemistry** A Level
- **Computing** A Level
- **Dance** A Level
- **Drama and Theatre Studies** A Level
- **Economics** A Level
- **English Language** A Level
- **English Literature** A Level
- **Film Studies** A Level
- **Food Science and Nutrition** A Level
- **French** A Level
- **Further Mathematics** A Level
- **Geography** A Level
- **Graphical Communication** A Level
- **Health and Social Care** BTEC L3
- **History** A Level
- **ICT** BTEC L3
- **Mathematics** A Level
- **Mathematical Studies** AS Level
- **Media Studies** A Level
- **Music** A Level
- **Music Technology** A Level
- **Philosophy** A Level
- **Photography** A Level
- **Physical Education** A Level
- **Physics** A Level
- **Politics** A Level
- **Product Design** A Level

- **Psychology** A level
- **Religious Studies** A Level
- **Sociology** A level
- **Spanish** A Level
- **Textile Design** A level
- **Travel and Tourism** BTEC L3
- **Extended Project Qualification (EPQ)** AS Level

All students in Sixth Form have the opportunity to gain the EPQ qualification, which is an excellent opportunity for students to demonstrate to employers and universities their independent research and presentation skills, and to show they have broadened their education.

Sixth Formers also have a dedicated sports lesson which is an enjoyable and sociable way to keep fit and healthy. They also have free membership to use the Leisure Centre, e.g. swimming, squash, fitness rooms and badminton courts.

There is also the opportunity in the Sixth Form to work towards:

- **Duke of Edinburgh's Gold Award**
- **Silver or Gold Arts Awards**
- **National Citizen Service**

A significant number of our students achieve the highest grades at A-level. Academically More Able (AMA) students receive differentiated learning opportunities in KS5 lessons and in their further independent study, which is further supported by their timetabled Study Support sessions. Students may also opt to study the Extended Project Qualification (EPQ), which is an excellent opportunity to pursue specialist academic interests. Students who aspire to study at Oxford, Cambridge and the most competitive universities may join the Sixth Form Erudite group. Erudite meets weekly with the aim of fostering students' ambitions to reach the most prestigious academic institutions through a programme of research, debate and thinking skills.

The following subjects are available at BTEC (Level 2)

- **Business Studies**
- **Health and Social Care**
- **Hospitality**
- **ICT**
- There are also GCSE classes in English Language and Mathematics

Homework

In the Sixth Form (Years 12 and 13) students are set regular homework and/or coursework in all subjects. Students have excellent facilities for independent study in college.

Timing of the College day

Mondays

| | |
|----------------|--------------------------------------|
| 09:00 to 10:00 | Lesson 1 |
| 10:00 to 11:00 | Lesson 2 |
| 11:00 to 11:20 | Break |
| 11:20 to 12:20 | Lesson 3 |
| 12:20 to 13:20 | Lesson 4 |
| 13:20 to 14:00 | Lunch |
| 14:00 to 15:00 | Lesson 5 |
| 15:00 to 16:00 | Lesson 6 (6 th Form only) |

Tuesdays, Wednesdays, Thursdays and Fridays

| | |
|----------------|--------------------------------------|
| 09:00 to 10:00 | Lesson 1 |
| 10:00 to 11:00 | Lesson 2 |
| 11:00 to 11:20 | Break |
| 11:20 to 12:20 | Lesson 3 |
| 12:20 to 13:20 | Lesson 4 |
| 13:20 to 14:00 | Lunch |
| 14:00 to 14:25 | Personal Development Time (PDT) |
| 14:25 to 15:25 | Lesson 5 |
| 15:25 to 16:25 | Lesson 6 (6 th Form only) |

Sport

Our pledge to you... Excellent facilities and strong links with sports clubs and coaches

Uckfield College aims to get students interested in a fit and healthy lifestyle by giving them a broad range of physical experiences. We aim to develop skills which can be used after leaving College, fostering a lifelong interest in physical activity.

We are a member of the North Wealden School Sports Partnership and have extremely strong links with our partner secondary schools in the Ouse Valley area. We also have strong links with our local badminton, tennis, netball, hockey, athletics, swimming, rugby and football clubs.

We are committed to maximising student participation and achievement. Students are encouraged to participate in matches and competitions both within the College and against private and State schools.

Sports Facilities Available:

- Well-equipped gymnasium with sprung floor
- Three Football pitches
- Four Rugby pitches
- Four Netball Courts
- Two Hockey pitches
- Artificial Cricket wicket
- Dance Studio
- All Weather Sports Pitch (3G with shock absorbing pile for rugby and football)
- Athletics track with throwing and jumping facilities for field events

We lease part of the College campus to Freedom Leisure and have daytime use of the dry-side and wet-side facilities of the Leisure Centre. These include:

- Swimming Pool (25m)
- Dance Studio
- Four Badminton courts in the Sports Hall
- Two Squash courts
- Health and Fitness suite

Students have the opportunity to participate in a wide variety of sports including Rugby, Football, Cricket, Hockey, Badminton, Basketball, Netball, Rounders, Trampolining, Tennis, Table Tennis, Gymnastics, Athletics Activities, Dance and Swimming.

Students are also offered the opportunity to gain a Level 1 Sports Leaders Award or become a Junior Football Organiser or Young Netball Organiser.

In Year 12, as part of the enrichment programme, students can work with the PE Department assisting in Key Stage 3 lessons or can do a timetabled enrichment and gain their Level 2 in Community Sports Leadership.

Extra-Curricular Sporting Activities

At Uckfield College we have very strong Inter Mentor Group competitions in many areas and throughout the College year there are competitions and matches in a very wide range of sports. Our PE Department run a wide range of extra-curricular sporting activities (before school, at break, Personal Development Time (PDT), lunch and after school).

The PE Department also run early morning and lunch/PDT time clubs in many activities and compete in numerous inter-school fixtures against local opposition, where we have a very strong reputation. The College boasts success in local Area, District and County competitions in a number of sports.

In recent years we have also increased sports fixtures to include students who do not usually achieve representative levels. This has gone a long way to raising achievement across the ability range.

Computing

Our pledge to you... To develop in our students the skills needed to succeed in a rapidly changing digitally connected world.

All students have their own Chromebook devices which connect to our high speed, high capacity wireless network. The wireless network operates across the whole college campus giving access to web-based teaching and learning materials as well as a wide range of applications. Students use their Chromebooks for learning activities across the whole curriculum.

We also have an extensive hardwired networked computer system including specialised teaching suites equipped with Apple Mac Computers and Windows Desktops for Media, Photography, Music Computer Science and Design Technology specialisms. Students and teachers have remote access to all of the IT systems and so they can seamlessly work between home and school.

In Years 7 and 8 students follow a discretely taught IT and Computing curriculum developing their computer programming skills and their use of IT as a learning tool to aid success across the wider curriculum. In Years 9, 10 and 11 all students follow a digital literacies curriculum as part of their core studies. We are dedicated to supporting our students to be discerning, effective and, most importantly, safe users of the Internet. Digital Technologies, ICT and Computing are Options at GCSE and A Level. There are four dedicated computer rooms with specialist Computing teachers and technicians on hand.

Students have their own secure Google Suite username and password, giving them access to a wider range of online productivity and creative digital tools and unlimited cloud-based storage. Google classroom provides a comprehensive diary and record of student homework and, via the college online learning platform, students have access to a huge variety of high quality lesson materials, extended learning resources and personal learning checklists. The College website can be visited at www.uckfield.college.

Chromebooks for Learning

A typical day at Uckfield College with One to One Chromebooks

William is at home, rushing to get ready for school, and because his Chromebook boots up in a few seconds he is able to tell his parents what time his Parents' Evening starts.

Lesson 1, Emily is in Maths and is using the touch screen capability of her Chromebook to explore rotational symmetry. She can annotate onto the screen using the Chromebook pen. The teacher asks the students to hold their screens up to her and in tablet mode she can share visually her work so the teacher can immediately see who needs extra support or more challenging work

In English, lesson 2, Jack and his class are reading a poem by Wilfred Owen which the teacher is leading them through. This evening he will draft a poem of his own as a Google Doc which he can access in his next English lesson, because it is stored in the 'cloud'. He will share the document with his peer reviewer who will then offer constructive suggestions for improvement within the same document in real time.

Harry is able to create a narrated Google Earth guided tour of Rio de Janeiro with his own commentary about urban land use in Geography, lesson 3. Later, he shares this online.

Lesson 4, Megan is in History. While most of the learning is based around sources and artefacts that the teacher has provided, she finds it very useful to look up and research extra knowledge using her Chromebook to support her thinking and ideas. She shows the teacher that she has found a great extra resource online and they ask her to share it with the whole class via Google classroom. The whole class immediately has access to this additional resource.

At lunchtime, Tom goes to the Reading Room and borrows an electronic book to read on his Chromebook. He likes the way he can select any word that he is not sure of the meaning of and he gets an explanation. When his reading was not as strong as it is now, he used to use the textspeak function through his earphones and get his Chromebook to read out various subject worksheets and also to read back his own answers to check that his written work made sense.

In Personal Development Time, Charlotte is reviewing her SMART Learning Targets and demonstrating what progress she has made on each one via her personal Learning Log

Website. She also adds images of a visit to the City of Bath over the weekend with her parents along with a commentary about what she learned there. These multimedia learning logs are available to be seen 'anytime, anywhere' by Charlotte, her parents/guardians, her Form Mentor, her Director of Year and her subject teachers, so that everyone involved in supporting her is able to do so in a well-informed way.

Yesterday evening, Katie looked through some of the pre-learning video and text learning materials for today's Science lesson that had been shared with her via Google Classroom, so, as she started lesson 5, she already had a basic understanding of the main steps in evolution. In the Science class she is then able to move on to doing the higher level extension work.

After school, as James looked at his homework via Google Classroom, he realised he didn't understand the topic as well as he had thought during the day. He uses his Chromebook to look through the learning platform resources which are structured in a way that allows him to look back at the presentations and exercises he did in class as well as to view extension learning materials. He is also able to view a short video made by one of his Maths teachers that explains how to solve quadratic equations.

Extra-Curricular Activities

Our pledge to you... To enrich, extend and stimulate learning beyond the classroom.

We offer a wide range of activities designed to enable students to learn new skills, develop an existing interest and raise their confidence. Almost all are absolutely free. These clubs and activities represent the interests and needs of students and tend to vary from year to year. Examples:

- Arabic
- Arts Award
- Art Club
- Chess
- Dance
- Drama
- Duke of Edinburgh
- Eco Club
- Electric Car Club
- Innovate (a club that works with new technologies and computing technologies)
- Languages Club
- Master Chef
- Model Railway Club
- Music
- Performing Arts
- Science Club

- PE and Sport:
 - Rugby
 - Football
 - Hockey
 - Badminton
 - Basketball
 - Netball
 - Cheerleading
 - Fitness and Yoga
 - Table Tennis
 - College fixtures
 - Uckfield Parkrun
- Spiritus: Making and Dancing
- Startech (work backstage with lighting, sound, sets, computer controls etc. to produce all our productions, concerts, shows and performances)
- Swimming Club
- Technology Club
- Enrichment Week: One of the highlights of the year with a week of residential trips, day visits and in school activities to provide students with new and exciting opportunities and experiences.

Tuition in musical instruments is also available and is given by peripatetic specialists. There are many performing arts productions throughout the year which are a showcase for our student talent in dance, drama and music.

One of the successful features of our after college provision is Study Support which is available every day. These supervised sessions are excellent to reinforce good study skills right from the first day that a student starts with us and they also provide a safe and supportive environment in which students can undertake homework and research. Our Study Support Advisors monitor the use of PCs/Chromebooks and they ensure that fiction and non fiction resources are readily available from the Reading Room.

Study Support sessions run 45 minutes before College and/or until 5.00 pm Monday to Friday during term time; they are invaluable for helping students consolidate their learning whilst supervised in a safe environment.

An Inclusive College

Our pledge to you... To fulfil the potential of all students, regardless of ability and background.

Uckfield College aims to provide a stimulating learning environment across the whole College which maximises individual potential and ensures that students of all ability levels are well equipped to meet the challenges of education, work and life.

This will be achieved by our offer to our students:

- Providing a broad and balanced curriculum
- Using flexible and responsive teaching and learning styles
- Equipping students with the skills, knowledge and attitudes necessary to succeed as individuals and as valued members of the community
- Developing a close partnership with parents, carers and the wider community

Special Needs

Students with Special Educational Needs including Physical Disabilities are supported by an individually tailored support package including one to one support, small group withdrawal or in-class support. The College has extra facilities to support a limit of six students with High Needs Single Value Top Up funding agreed by County to support their EHCP for Autism Spectrum Condition.

Academically More Able (Gifted and Talented)

Uckfield College aims to:

- Help our students to develop their skills and abilities intellectually, emotionally and socially.
- Provide teaching which makes learning challenging, engaging and enables students to reach their potential.

Organisational and in-class approaches:

- Differentiate learning opportunities in lessons and with homework so that the most able are stretched.
- Grouping of students (whether in mixed ability or ability sets) and recognition that although there may be a higher concentration of Gifted and Talented students in some groups there will be students who have gifts and talents in all groups.
- Enrichment and extension activities, and extra-curricular opportunities.
- Development of independent learning by allowing students to organise their own work, to carry out tasks independently, evaluate their work and become self-critical.

Pastoral Care

Our pledge to you... Every student is well known, mentored and cared for. Every student's academic progress is closely monitored and followed through with individual interventions e.g. praise or pressure.

On entering the College students are placed in 'Mentor Groups' which consist of about 27 students of the same age and, as far as possible, the students will remain in the same Mentor Group with the same Mentor from Years 7 to 11. In the Sixth Form this becomes a 'Mentor Group' of around 15 students. The Mentor plays a central role in student development, being responsible for both pastoral care and academic tracking. Each Year Group in Years 7 to 11 is led by a Director of Year (DOY), who is supported by a Pastoral Leader (PaL). The PaL does not have a teaching timetable and therefore is able to support students' pastoral welfare throughout the College day. The Sixth Form (Key Stage 5) is led by our Head of Sixth Form, Gemma Fassam, and three Directors of Sixth Form. The Key Stage Teams are led by Raising Achievement and Standards Leaders, Tim Cook (Years 7 to 9) and James Gietzen (Years 10 to 11). They are supported by Assistant Headteacher, Jeanette O'Connor (Designated Safeguarding Lead) and by Deputy Principals, Martin Bradley (Years 7 to 9) and Dan Wynne Willson (Years 10 to 11). They have overall responsibility for the pastoral welfare of students.

Advice and Support

The Form Mentors, Directors of Year and Pastoral Leaders are the first points of contact for parents in the College unless they have a particularly serious matter to discuss, when they should approach one of the Raising Achievement and Standards Leaders, our Designated Safeguarding Lead, one of the Deputy Principals or the Principal.

Mentoring and Tracking

Form Mentors work with students in Personal Development Time (PDT). In PDT they are able to advise and support students who are having difficulties of any sort.

A prime function of the Pastoral Team is 'Academic Tracking'. Individual subject teachers are responsible for the standards of work within their own subject areas, but Form Mentors and Directors of Year are the ones who see how individual students are performing across the whole range of the curriculum. From this perspective they can encourage individuals through their role as 'mentors' to realise their full potential. Members of the SLT (Strategic Leadership Team) also mentor groups or individual students on academic matters and on the appropriate choice of courses.

Careers Information and Guidance

Our pledge to you... All students have a broad insight into the globalised world of work and the generic transferable skills and qualities required to play a productive part in society.

The College recognises that all students have an entitlement to impartial, regular and easily accessible careers advice.

Information

Careers information and guidance is available to all students via our College Website. There is a comprehensive and up to date school careers microsite (the Careers Plus option in Infohub part of the College website), which is supplemented by paper prospectuses for local colleges and UK universities available in the College's Library Careers section, the Sixth Form Study Area and the Careers drop in office. The Careers microsite also contains the latest edition of Careermag for both students and parents and has access to the latest labour market information. The Sixth Form also maintains an up to date library to support UCAS, Apprenticeship and employment decision making.

Guidance

We have a dedicated Careers department which provides drop in and by appointment advice to all students in the Careers office during term time and on results days; email and telephone advice can be arranged during the holiday. The Careers department work closely with pastoral teams to provide accurate and up to date guidance through mentoring and tutorial sessions.

All students and parents are welcome to request individual Careers Guidance interviews.

In Years 11 and 12 a number of students pursuing vocational options at Uckfield College will be invited to a one-to-one interview to support their progression planning.

Further interviews can be requested by any student at any time. Sixth Form students are encouraged to make full use of the Centre's website and facilities and to seek interviews whenever advice is needed. We also organise mock interviews for students preparing for work or Higher Education interviews.

The Careers Education Package:

In Year 7 students focus on understanding what is meant by Business and Enterprise, and undertake a project exploring local business to support a creative exercise based on the TV programme 'Dragon's Den'.

In Year 8 students participate in a careers education programme, The Real Game, which supports their understanding of the differential earnings and work choices on lifestyle and

opportunity. We encourage them to find out about adults' experiences in employment by discussing it at home, and wherever possible to do some work shadowing. We also give Year 8 students some hands on experience in employment as they operate the school reception desk. At Options Choice time there is an important Careers input via tutorials and students are encouraged to make full use of the Careers website and other online resources, including the career exploration package to which we subscribe, Fast Tomato.

In Year 9 the Careers education unit explores the changing labour market and current nature of employment opportunities and equality issues. All students have a formal introduction to Careers resources, information and decision making as part of the Life Learning programme. Year 9 students also attend The Big Futures Show in Eastbourne, an excellent opportunity for them to meet with a wide variety of further education and training providers plus prospective employers from across the region.

Careers education in Year 10 takes place in Mentor Groups and in small group-work throughout the year, followed by time on making choices and planning for the future after their week's work experience in July.

In Year 11 during the Autumn Term there are key career inputs concerning all the options available to students at 16+. In the Summer Term work experience placements are available to students in Year 11. All Year 11 students are taken on a university visit in January to raise their awareness of the option of Higher Education.

In the Sixth Form an intensive High Education preparation programme is provided together with opportunities for Vocational Enrichment. A well-established profiling package ensures ongoing personal support for all students, including how to write curriculum vitae and letters of application, and interview skills. Each Year, Year 12 students take part in a very memorable Interview Skills Day to prepare them for selection processes they will all face.

All year groups also attend the Uckfield College Careers Fair in the Spring Term, where they have the chance to meet a wide variety of local employers, Further Education colleges and training providers, as well as representatives from universities.

College Discipline

Our pledge to you... Students have the right to learn and work in a safe and supportive environment without disruption or prejudice.

The College's Behaviour Policy is focused on maximising student learning, fostering student motivation and building individuals' good character. Our expectations, standards and rules promote an excellent learning environment and respect for people and property. The emphasis in the College is to motivate students to learn and behave well through rewards, privileges, praise and celebrations of success. However, we have a range of sanctions for failure to comply with our high expectations. These range from litter duty, detentions during

break, lunchtime and after-school, isolation from lessons and ultimately exclusion from College.

Every lesson of the College day has a member of our Leadership Team on 'On-Call Duty'. If a student behaves in a way that seriously disrupts or disturbs the learning of other students they will be immediately excluded from the lesson. In particular circumstances parents will be contacted as a matter of urgency.

The College has very good systems for internal communication of difficulties to keep Curriculum Leaders, Directors of Year, Pastoral Leaders and Form Mentors informed about individual students. If these build up across the board then parents are informed. If an incident occurs needing immediate parental contact either a phone call will be made or an email sent home.

Exclusions

A student may be excluded from lessons within the College, temporarily from College or even permanently excluded according to the regulations laid down by the Local Authority. We aim to re-engage any students who have become disengaged with learning. The staff in the Pastoral Team have strong links with many outside agencies so that students are supported in a coordinated way.

We also have an internal isolation room, called Restore, where any student who disrupts learning is placed to work.

Bullying

We have a very robust policy on Anti-Bullying which is delivered through the Student Council and Life Learning from Year 7 onwards. The clear messages behind it are:

- You should speak out, whether you are the victim of bullying or notice it happening to others, or become aware of it as a parent.
- Bullying will not be tolerated.

If bullying occurs it is vital for us to know about it. There are a range of actions which may be taken as indicated in our 'Behaviour and Anti-Bullying Policy' document, available on the College Website or from the College Reception on request.

Policy on substance use and abuse

Uckfield College is committed to a drugs free culture and is also a non-smoking site. Any student involved in drugs will be dealt with in line with College policy. Any student selling, giving, sharing or in possession of drugs is likely to be permanently expelled.

Personal, Social and Health Education

Our pledge to you... To promote high self-esteem for every student and to encourage all in our community to lead healthy, happy and fulfilled lives.

Life Learning (PSHE) is a subject through which students develop the knowledge, skills and attributes they need to keep themselves healthy and safe, and prepare for life and work in a modern world. Well-delivered programmes have an impact on both academic and non-academic outcomes for students. Life Learning aims to develop skills and attributes such as resilience, self-esteem, risk-management, team-working and critical thinking in the context of learning grouped into three core themes: health and wellbeing, relationships and living in the wider world.

By teaching students to stay safe and healthy, and by building self-esteem, resilience and empathy, our effective Life Learning programme raises aspirations and helps students overcome any difficulties they may face along their journey to fulfil those aspirations. It helps students to develop the knowledge, skills and attributes they need to manage many of the critical opportunities, challenges and responsibilities they will face as they grow up and in adulthood. There is evidence to show that Life Learning education improves students' emotional health and mental wellbeing. The skills and attributes developed through this are also shown to increase academic attainment and attendance rates, as well as improve employability.

At Key Stage 4, students look at Ethics and Religion within some of these themes, so that they foster cultural respect and sensitivity to promote social cohesion. Students extend and rehearse the skills, further explore attitudes and values, and deepen knowledge and understanding acquired during Key Stage 3. Life Learning education reflects the fact that learners are moving towards an independent role in adult life, taking on greater responsibility for themselves and others.

The 1988 Education Reform Act states that all students receive some sex education; including education about sexually transmitted diseases. These issues are taught in such a manner as to encourage young people to have regard for moral considerations and the value of family life. The College Policy on Sex Education (available from the College Website www.uckfield.college) outlines the aims and objectives of the programme delivered to students. Many different subject areas contribute to this programme including Science, Technology, Religious Studies and PE. The scheme of learning recognises that students' needs change as they get older, and that the factual knowledge on reproduction and contraception that is taught at Key Stage 3 develops into a consideration of beliefs and values in later Key Stages.

Uckfield College and the Environment

Our pledge to you... To ensure our students play an active part in creating a sustainable future.

Uckfield College has always maintained a strong commitment to the environment. We work closely with local councils and organisations on environmental projects and have installed solar panels to reduce our carbon footprint. Many departments run campaigns to raise awareness of environmental problems such as deforestation and global climate change.

On our own campus we have an established wildlife garden and many ponds. We are actively promoting wildlife with bird and bat boxes and insect hotels. Throughout the campus trees and shrubs have been planted to help increase species biodiversity within our grounds.

Recycling programmes are well established at the College. We recycle scrap metal, glass, paper, cardboard, some plastics, batteries and compostables.

We have a thriving ECO Group at Uckfield College who have introduced energy monitoring and conservation as well as a nickel cadmium battery recycling scheme. The group help to manage the habitats within the garden with a view to return the area to native species and increase local biodiversity.

Uckfield College and the Community

Curricular links with Commerce and Industry: As a College we are members of the Uckfield Chamber of Commerce and our Governing Body includes a number of local commercial and industrial employers. From as early as Year 7, when students first enter the College, we make industrial links part of their curriculum with local firms such as TR Fastenings. Economic awareness is an important theme running through the College curriculum.

Links with Partner Primary Schools: We recognise very clearly that realising our students' full potential begins with the solid groundwork done by our colleagues in our Partner Primary Schools, so the strong links we build with those schools are very important. The Principal keeps in regular, close contact with Primary School Head Teachers throughout the year and close curricular and pastoral links are maintained by the Year 7 team to enable a smooth transfer from the Primary to Secondary phase of education.

To support the transition of students into the college we offer a range of different Year 5 after school clubs, as well as Year 6 master classes in a range of subjects throughout the year. We also run the Prince William Award which is delivered to a combination of Year 6 and 7 students.

Educational Trips and Visits

Our pledge to you... To provide an exciting range of enrichment opportunities to every student.

Examples of recent residential trips include:

- York for Year 7
- Llangorse, Wales for Year 8
- Paris for Year 9
- Christmas Markets, Lille, France/Germany for Years 7, 8 and 9
- Ardeche, France for Years 7, 8, 9 and 10
- WW1 Battlefields, France for Year 9
- Music Exchange to Elmshorn, Germany for Years 9, 10, 11 and Sixth Form
- India/Ghana for Years 9, 10, 11, 12 and 13
- Biology/Geography trip to Cevennes National Park , France for Year 12
- Iceland for Years 10 to 13
- Costa Rica for Years 12 to 13
- Tanzania for years 11 to 13
- NASA, Houston for Years 10 to 13
- Austria, Skiing for Years 8-10

Day trips include:

- Water Sports at Hove Lagoon
- Blacklands Farm
- Harry Potter World, Warner Bros Studios
- Sports events
- Carnivals, e.g. Uckfield, Thames, Burning of the Clocks
- Houses of Parliament
- Law Courts
- Geography Field Trips
- London Theatre, Museums and Art Galleries

We also offer the chance for students to complete their Duke of Edinburgh Award from bronze through to gold. This involves a number of expeditions and navigation walks.

Communication with Parents

Our pledge to you... To celebrate the many successes and achievements of our students, to listen and to act robustly to further improve our College community.

We place great importance on easy communication between the College and parents as we share responsibility for the children in our care. Parents are very welcome indeed to arrange to discuss matters of concern with the College. In turn, we issue detailed reports to parents at appropriate times each year on the basis of a system of internal assessments of students' progress. We run Parent Consultation Evenings for every year group when parents can, by appointment, meet mentors and subject teachers. We do not, of course, hesitate to contact parents at other times should there be concern over their child.

We send weekly bulletins to parents and carers via email. Included in these is our newsletter, Uckfield College Life, where we celebrate student achievements both in and out of College. Past copies of the bulletins and Uckfield College Life are available on our website. All letters that are sent home to parents are also put on the website so please look there if you need to check details of events etc. We use email a lot for communication, so please keep us informed of any changes to your email address and check we have the correct address when we send out data checking sheets.

We encourage parents to communicate with us and welcome feedback. Please email, telephone or arrange a meeting with any of our staff. The Principal, Hugh Hennebry, always welcomes parents to meet him to discuss how we can make the College even better and we have regular Parent Voice opportunities when we gather your views.

Email: office@uckfield.college It is helpful if you could indicate on all email communication who it is intended for. For example, *FAO Director of Year 9, FAO Head of Science, FAO person responsible for School Trips, FAO Student Support Assistant.*

Please contact:

Reception: Messages for students and staff, general enquiries if you don't have access to the College website, equipment and lunches that students have forgotten to bring to College.

Teachers: Enquiries about learning, homework, progress etc.

Form Mentor: All general communications about your son or daughter and the Form Mentor will involve the Pastoral Leader, Director of Year or member of Strategic Leadership Team as and when appropriate.

Student Support Assistant: All medical issues relating to your son or daughter.

Student Absences: Please telephone 01825 764844 and when prompted press 1 for Student Absences followed by 2 for students in Years 7 to 11 or 3 for students in the Sixth Form.

College Uniform

Our pledge to you... To uphold the highest standards of clothing and appearance to reflect our outstanding students.

At Uckfield College we believe there is a strong link between students' uniform and their learning. Uniform sets a tone of positive team spirit and pride in our outstanding College. The Uckfield College uniform is instantly recognisable, therefore students must be aware that the public image of the College is greatly influenced by the way in which they wear the uniform and conduct themselves both in and out of College. The College uniform is available from Sussex Uniforms of Haywards Heath www.sussexuniforms.co.uk.

Navy blazer with College logo
White shirt with Year Group tie
Uckfield check skirt or navy tailored trousers

Optional College navy V-neck jumper with College stripe can be worn in the winter months. V-neck jumpers are to be worn as an additional layer, for warmth, under the College blazer.

For full details of Uniform Expectations and regulations please refer to the College website or ask for details at Reception.

Admissions

We are an 'open' school in every way and warmly invite prospective parents and students to view the College during a normal working day.

Please contact:

Hugh Hennebry, Principal (prospective Year 7)

Martin Bradley, Deputy Principal (current Years 7 to 9)

Dan Wynne Willson, Deputy Principal (current Years 10 and 11)

Gemma Fassam, Assistant Principal (Sixth Form)

Admissions to Uckfield College are determined in line with East Sussex County Council policy. Please see the [ESCC website: Admission Arrangements](#) for full details. The arrangements for the admission of children to this school at age 11+ are made by the County Council. East Sussex prefer for parents to apply for a school place online.

The College is committed to working with all young people in the area to provide an inclusive and comprehensive education for all. Parents may find it helpful to know that, if there are insufficient places available to meet demand, these will be allocated in accordance with the list of priorities below.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
2. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission and who live at the same address, within the pre-defined community area.
3. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).
4. Other children living within a pre-defined community area. Each home address within the county falls within a community area although living within the community area does not guarantee a place. Maps of the community areas are shown in the admission booklet.
5. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area.*
6. Other children living outside the pre-defined community area.

The definitions of 'sibling' and community areas are as shown in the admission booklet 'Apply for a school place'.

Each home address within the county falls within a community area although living within the community area does not guarantee a place. Maps of the community areas are shown in the admission booklet 'Apply for a school place'.

**The closing date for applications to be returned is 31st October 2019.
It is vital that you do not miss this deadline.**

School Term Dates

2019/2020 and 2020/2021

| 2019-2020 | | | 2020-2021 | | |
|---------------|--|---|---------------|---|---|
| Term 1 | <i>Staff Inset</i> Begins <i>Staff Inset</i> Ends | <i>Wed 4th September</i> <i>Thurs 5th September</i> <i>Mon 14th October</i> <i>Fri 25th October</i> | Term 1 | <i>Staff Inset</i> Begins Ends | <i>Thurs 3rd September</i> <i>Fri 4th September</i> <i>Fri 23rd October</i> |
| Term 2 | Begins <i>Staff Inset</i> Ends <i>Staff Inset</i> | <i>Mon 4th November</i> <i>Fri 29th November</i> <i>Thurs 19th December</i> <i>Fri 20th December</i> | Term 2 | Begins Ends <i>Staff Inset</i> | <i>Mon 2nd November</i> <i>Fri 18th December</i> <i>To be confirmed</i> |
| Term 3 | Begins Ends | <i>Mon 6th January</i> <i>Fri 14th February</i> | Term 3 | Begins Ends <i>Staff Inset</i> | <i>Mon 4th January</i> <i>Fri 12th February</i> <i>To be confirmed</i> |
| Term 4 | Begins <i>Staff Inset</i> Ends | <i>Mon 24th February</i> <i>Mon 30th March</i> <i>Fri 3rd April</i> | Term 4 | Begins Ends <i>Staff Inset</i> | <i>Mon 22nd February</i> <i>Thurs 1st April</i> <i>To be confirmed</i> |
| Term 5 | Begins <i>Bank Hol</i> Ends | <i>Mon 20th April</i> <i>Fri 8th May</i> <i>Fri 22nd May</i> | Term 5 | Begins <i>Bank Hol</i> Ends <i>Staff Inset</i> | <i>Mon 19th April</i> <i>Mon 3rd May</i> <i>Fri 28th May</i> <i>To be confirmed</i> |
| Term 6 | Begins Ends | <i>Mon 1st June</i> <i>Wed 22nd July</i> | Term 6 | Begins Ends <i>Staff Inset</i> | <i>Mon 7th June</i> <i>Fri 23rd July</i> <i>To be confirmed</i> |