



LANDAU  
FORTE  
COLLEGE  
DERBY



# Transition Information booklet

**1. HEAD OF YEAR: Mr T Mycroft**

**2. DEPUTY HEAD OF YEAR: Miss E Stevens**

## Welcome from the Principal

We are delighted that you have chosen Landau Forte College for your child's education.

It is always a pleasure to welcome a new cohort of students to our College and I know that our staff are looking forward getting to know your child.

We want all our Year 7s to become confident in their new surroundings and make good progress in their lessons. Our staff team – from teachers to support staff – will be working closely with students to ensure they have all the support and guidance they need to hit the ground running.

I hope that this welcome pack is a useful guide to your child's first year of school and provides you with all the information you need. It includes details of our timetable, processes and expectations, all of which are designed to get the very best out of students. I would ask that you familiarise yourself with our attendance, uniform and behaviour policies in particular so that your child is fully prepared for sessions ahead of September.

We know just how important the relationship between home and school is so thank you in advance for your support. If you have any questions, or if you would like to discuss additional support for your child, please do not hesitate to contact us.

I look forward to meeting you all over the course of the autumn term.

With very best wishes,

**Ms Alison Brannick**, Principal

## Welcome from the Head of Year 7



From Day One, we want your child to feel happy and secure at our College. As teachers, we understand that starting a new school can be daunting but we work to ensure each student is able to make a positive start to their secondary education.

Our Tutor Group system is designed to help us get to know students' individual strengths and interests and bridge the gap between their different subject sessions. This means they always have someone they can speak to should they have any questions or concerns and that, as parents, you have a consistent point of contact as they settle into College life.

I look forward to getting to know you and your family better over the academic year. If you have any questions in the meantime, or anything you would like to discuss, please let us know.

**Mr T Mycroft** Head of Year 7

## The College Day

Session	From	To
<b>Tutor Time</b>	08.30	09.00
<b>1</b> (including 15 minute break)	09.00	10.15
<b>2</b>	10.15	11.05
<b>3</b>	11.05	12.00
<b>4</b> (including 30 minute lunch)	12.00	13.30
<b>5</b>	13.30	14.20
<b>6</b>	14.20	15.10
<b>Enrichment</b>	15.25	16.25

**Please note, students are expected to be on site for 8.20am**

## Personal Tutor Time

The personal tutor system is a partnership between students, teachers and you as parents and carers. This partnership is crucial to providing the best support for your child as they progress through the College. The Personal Tutor has a central role to play in providing continuity and security for Landau Forte students. **Your child's Personal Tutor should be the first point of contact with the College on all matters**

Each student has tutor time every day and the hope is that they will remain with that group of students and member of staff from Year 7 – 11. It is a crucial part of our pastoral structure and the daily contact means the Personal Tutor should build a quick and informed picture of your child, their strengths and likes as well as their dislikes and challenges. Tutor time offers a space to explore interesting topics, work on House competitions, attend a year group assembly or engage in collaborative or extended learning. It is also a good time for students to raise things with their Personal Tutor who will be the first port of call in resolving any worries and celebrating any good news too.

# The House System

Landau Forte College's House system is a key aspect of our school. Every student and staff member belong to a house. Every student and staff member wear lanyards in the colour of their house. We believe the house system develops a strong sense of belonging and the key skills of team work and collegiality. The annual house competition creates real excitement across the College. Students can participate in a wide variety of competitions to win house points for their house. House competitions include The Landau Bake Off, charity fundraising events, sports competitions, Accelerated Reader, poetry and creative writing competitions and the weekly maths challenge. The house with the most points is crowned winner of our annual competition.

Our student reward system is based around the awarding of house points in competitions or for the following achievements;

- Single, substantial pieces of outstanding or exceptional classwork or homework
- Impressive and consistently excellent work over a module or unit of study
- Overcoming barriers/difficulties to learning/achieving
- Significant acts of charity/citizenship
- Role-modelling College values as depicted by the House categories

The names of the five houses were created by one of our students and therefore we can honestly say the house system was created by students for students!

The houses are;



## Student Welfare

### The Medical Officer

The College employs a Medical Officer. First Aid cover is available at all times during the College day. If a student feels unwell, they must first see the Medical Officer who will make an assessment of the student's condition. We encourage students not to make direct contact with home; if needed, the Medical Officer or another member of staff will contact parents/ carers. If students require medicines to be administered during school hours, we ask that parents/carers follow the following procedure:

1. Parents/carers must give consent via the **administration of medicine request** form available from the Medical Officer.
2. The medicines should be delivered to the Medical Officer at the start of the day and collected before the student leaves school. This also applies to non-prescribed medicines, such as cough mixture or paracetamol.
3. The exceptions are asthma inhalers and Epipens, which should be **carried by the student at all times**. A spare inhaler/ Epipen must be supplied and left with the Medical Officer in case of an emergency.
4. All medicines should be clearly labelled with contents, student's name, dosage and frequency taken.

Students with long term medical conditions will have a Care Plan which is put together by the Medical Officer, in conjunction with the medical specialists working with the student.

### Safeguarding young people

The College is committed to providing a safe and secure environment for all our young people to learn. We have well-established and effective safeguarding policies and procedures in place to ensure that all our students are safe and happy.

Safeguarding and promoting the welfare of young people in our College is the responsibility of the whole school community and we regularly promote our policies and procedures with our students, staff and visitors.

Our Designated Safeguarding Leads (DSL) is Ms Laura Percival.

Our Deputy Designated Safeguarding Leads are Mr Mark Andrews (Vice Principal), Ms Robyn Bibby (Senior Deputy DSL), Ms Zoe Stannard (Full time Deputy DSL), Ms Stephanie Askham (Sixth Form), Miss Lizzie Stevens (Deputy DSL), Miss Lucy Hawley (Deputy DSL) and Ms Alison Brannick (Deputy DSL and Principal).

If you would like to discuss a safeguarding concern, then please contact the safeguarding team via [safeguarding@landau-forte.org.uk](mailto:safeguarding@landau-forte.org.uk) or by calling the College on 01332 204040.

## Therapeutic services

We know that there may be moments during a student's time at school when they may want to seek help – and this can be for a range of different reasons. As part of our pastoral care, we also provide a range of support services to enhance the wellbeing of students:

### Counselling

We can all experience times when it feels hard to speak to those closest to us about things that are bothering us. Often this is because we do not want to worry those we love or because we want help to think things through with someone who is unbiased.

We understand that receiving emotional support from a qualified professional can be valuable to children and young people, and this can have a positive impact on their ability to fulfil their potential. We have a full-time counselling service delivered by our qualified volunteers and our Counsellor.

### Peer mentoring

Young people often turn to their peers for help. We have been running a successful Peer Mentoring Programme for more than 10 years. In this, a group of Sixth Form students are trained in enhanced listening and befriending skills to help younger age students within school with personal and academic issues.

### Student attendance

The College promotes full attendance, wherever possible, because this links directly to successful learning, high attainment and achievement and student happiness. Days absent from College add up to lost learning and mean that students miss out on key opportunities to progress.

All students need to be on site for **8.20am**. This enables them to be prepared and ready for learning at 8.30am. Enrichment activities take place after College every day, from Monday to Thursday and the finishing time will be approximately 4.30pm.

**The target attendance for the school is 97% and every student must aim for an attendance percentage of 97% or above.** The chart below shows how the College categorises attendance. We will work with you to support your child to achieve the best attendance possible.

Attendance	Rating	Comment
99% to 100%	Attendance Hero	Attendance HERO!
97% to 98.9%	Green	Good
96% to 96.9%	Amber – Green	Below College target
94% to 95.9%	Amber	Requires Improvement
90% to 93.9%	Amber – Red	Cause for Concern
Below 90%	Red	Serious Cause for Concern



## Lateness

Students who are late will have to attend Catch Up after school.

Any students arriving after 8.30am must sign in at Reception, giving a reason for the lateness.

The College tackles persistent lateness robustly, including the possibility of issuing a Fixed Penalty Notice.

## Absence

All student absence must be notified to the Attendance Officer, Miss Lucy Hawley, as soon as possible on the day. This may be done by telephone (**01332 204040**); email to [attendance@landau-forte.org.uk](mailto:attendance@landau-forte.org.uk); Message on the **Bromcom My Child at School App (MCAS)** or a letter clearly labelled FAO the Attendance Officer. Please be aware that contact from a parent/carer will not automatically authorise a student's absence. Student medical appointments, wherever possible, must be made outside of the College day. If this is not possible, the Attendance Officer must be notified in advance.

If a parent/carer has not contacted the College, then we will either text or call home. The Attendance Manager, Vice Principal and Heads of Year may also make home visits to students that are absent.

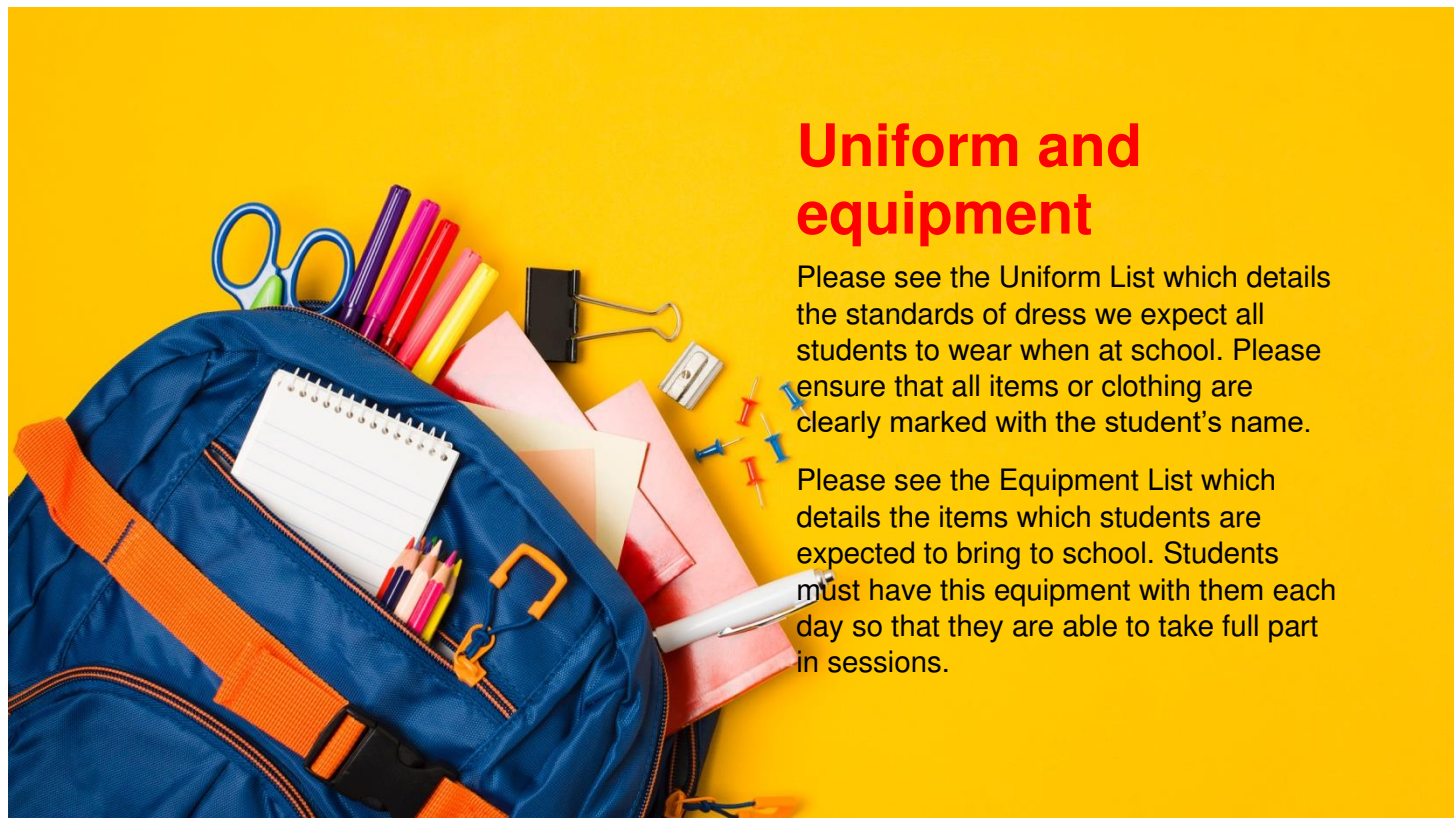
## Planned absence

Please be aware that family holidays or extended leave of absence will not be authorised during Term Time and could result in the possibility of a Fixed Penalty Notice being issued.

Any planned *unavoidable* absence should be negotiated via a meeting with the Principal and will require approval. Parents/carers must complete a 'Leave of Absence Request' form available from the College Reception or as a download from the College website and then submit this to the Principal.

## Leaving the school

During the school day, students must not leave the premises without permission.



### Uniform and equipment

Please see the Uniform List which details the standards of dress we expect all students to wear when at school. Please ensure that all items or clothing are clearly marked with the student's name.

Please see the Equipment List which details the items which students are expected to bring to school. Students must have this equipment with them each day so that they are able to take full part in sessions.

## Academic progress

### Curriculum and Homework

In Year 7, students will follow a broad, balanced and exciting curriculum including the following subjects:

English, Mathematics, Science, German, French, Spanish, Geography, History, Religious Education, Physical Education, Drama, Music, Technology, Values and Art.

Students will receive their personal timetable at the start of their first day. We follow a two-week time table. An example of a Year 7 student's timetable can be found at the back of this booklet.

Homework is set in all subjects and can be monitored via the **Bromcom MCAS (My Child At School)** app or website.

Improving every student's literacy skills is a key aim of Landau Forte College. All students in Year 7 and 8 follow the Accelerated Reader programme.

We ensure that parents and carers receive regular updates about their child's progress and will receive two progress reports a year. You will also be invited to attend two Parents Evenings each year.

We use a system called **Bromcom** to set, record and monitor homework. This ensures consistency in terms of what homework is set for your child, and that they and you can monitor what they need to do and by when.

All students have their own login and can download the **Bromcom Student App**. This allows them to check their homework on a mobile device and receive notifications when homework is set.

Parents also have their own unique login to the **Bromcom MCAS (My Child At School)** app or website, allowing you to monitor what homework has been set for your child, and view their timetable. This same system is also used for messaging and payments for college meals and visits.

Homework appears on a calendar that shows the date set and the due date for each task. Staff can also upload documents and websites that will assist students in completing the task.



## ACCELERATED READER

Reading is an essential skill and we firmly believe that developing a regular reading habit is a crucial element in a student's development. Students who read regularly have a strong tendency to achieve, or exceed, their potential at GCSE level in all subject areas.

Students in Years 7 and 8 therefore participate in the Accelerated Reader programme.

Your child may have used Accelerated Reader in their primary school and already be familiar with it. It is a widely used programme that tests students' reading ability, assigning them a ZPD (zone of proximal development) at the start of the year. As your child reads books, they quiz on those books and their progress is tracked. Periodically, they are retested and all increases in their reading and vocabulary are tracked.

We have over 4,000 books stickered and processed for Accelerated Reader, however any book can be read so long as it can be found on [ARbookfind.co.uk](http://ARbookfind.co.uk).

Accelerated Reader is designed to help your child to actively develop and deepen their reading skills prior to pursuing their GCSE studies. In order to achieve maximum benefits children should read for between 20 and 35 minutes per day. If you find that your child is not yet doing this, helpful strategies to encourage them could include:

- Encouraging your child to read at the same time every day, perhaps before they leave for College or when they return home. Regular reading before bed has been documented to have a positive impact on sleep patterns.
- Engaging with your child, asking them about what they are reading, whether they are enjoying their book and what book they are moving on to next.
- Reading with your child. Either encourage them to read to you or read your own book with them and then, if possible, talk with them about what you have read.

## Information Centre (Library)

We have a fantastic Information Centre (IC) which houses thousands of fiction and non-fiction books, journals and other educational articles to help foster students' love of learning and support their studies. The IC is open from 8.00am until 4.30pm Monday to Thursday and 8.00am until 3.15pm on a Friday.

## The College Restaurant

The Restaurant serves a range of balanced meals, offering fruit and healthy snacks over break and lunch too. We work hard to encourage healthy eating and we offer vegetarian and halal options every day.

Our College is a cashless site and all new students will be issued with a swipe card which they will use to pay for food on site. If a student loses their swipe card, a replacement will be available from the College reception at a charge of £3.50. In order to put money on to their swipe card, parent/carers will use the **Bromcom My Child at School (MCAS) App** to load money onto your child's swipe card using your credit or debit card. Those parents and carers with more than one child at the school will be able to access all of their children through one login. The College policy is to price meals in line with other schools in Derby and the price for a lunch-time meal consisting of a main meal and a pudding or a drink for the next academic year will be £2.60 per day

The College has a number of students with food allergies which can range from mild to severe. We ask that all parents inform the Medical Officer of any changes in their child's food allergy or medication as soon as possible. Students must carry their EpiPen (where issued) on them at all times and provide an in date, spare one to the Medical Officer. For students who suffer from any allergies, we ask that parents assist their child in the self-management of their condition through frequent conversations with them. Should a student be unsure of the ingredients of any item, please encourage them to speak with a member of the catering team before purchasing.



## Healthy Eating

All meals served in the restaurant are in line with the promotion of Healthy Eating in Schools. We promote healthy eating by encouraging students to eat a set meal made up of protein, carbohydrates, vegetables or a sandwich and desert or drink option. Fresh fruit and fruit-based drinks are available daily and there is also a salad lunch option. For those students who bring a packed lunch, we would ask that you please encourage healthy eating and do not include fizzy drinks or energy drinks. Energy drinks are not permitted at LFCD.

## Keeping Hydrated

Students are encouraged to drink plenty of water during the day and water bottles may be carried with them around the building and in learning sessions. Water fountains can be found throughout the College.



## Additional Information

### Cycling to College

There is a purpose-built covered bicycle rack where students can leave their bicycles during the College day. Students must provide their own cycle locks.

All students who cycle to and from College must wear an appropriate safety helmet and luminous vest. We are happy to contribute towards the cost of a safety helmet and we can provide free luminous vests; please contact Miss Lauren Walendziewski, PA to the Principal, to enquire about what financial support may be available to you.

**The College cannot accept any responsibility for damage to or loss of bicycles.**

### Transport

Bus passes are available, (Arriva Midlands or Trent Barton) for those who live more than 3 miles walking distance from the College. Qualifying students will be notified in writing and a contribution of the overall cost of the bus pass will be required. A payment plan can be arranged for those struggling to make the payment in full. Lost bus passes will incur a £15.00 replacement fee.

Please do not claim for transport unless you are going to use it.

## Valuables and Money

Items of value should not be brought into College.

**The College cannot accept responsibility for the loss of any such items.**

## Mobile Phones

During the College day, mobile phones must not be used by students unless their Teacher has requested them to do so. Students will have their phones confiscated if they are used at any point without staff permission and placed in the IEU.

Safeguarding your child with their mobile device is pivotal in modern society. On arrival to college they will develop friendships across the city and therefore it is key to monitor their mobile phone use to ensure they are suitably safeguarded.

Key apps to be aware of across all smart phones include, Snapchat, Tiktok, Whatsapp, Discord and Instagram. This is a consistently evolving landscape and we continue to keep parents informed with new information.

The college website ([landau-forte.org.uk/online-safety/](http://landau-forte.org.uk/online-safety/)) has supporting resources that will provide parents/carers with information to monitor their child's use of their mobile device. As a college, we encourage parents to feel empowered to monitor their child's device.

**The College cannot accept any responsibility for the theft or loss of valuables including mobile phones.**

## Chewing Gum

Chewing gum is banned and is **not allowed** on College premises.

# Countdown to secondary school start date!

## What can you do over the summer to help your child prepare for secondary school?

- Practice wearing the uniform
- Practice the route to school until your child is confident
- Talk about school in a positive way together

### One-week countdown!

- Make sure you have school uniform, shoes and PE kit ready - we recommend putting your child's name in every item
- Make sure your child has a full pencil case
- Organise packing of school bag/lunch if needed
- Use your information from LFCDD to go over what will happen on the first day
- Keep your example copy of school time table on the fridge and practice reading it
- Create a morning routine checklist

### The day before school starts

- This is a great day to make sure everyone is up like it's a school day, it will make the next day feel less overwhelming
- If you need to, practice the journey again
- Review the timetable and lesson times again as a reminder
- Have a look at the menu online in advance so they can consider what to have and how the menu selection works
- Get an early night!

### Day one!

- Check your child's bag is packed, uniform is correct and they feel ready for the day
- Go back to the transition booklet and remind them of key people who can help e.g. Personal Tutor, Head of Year,
- Remind them to go to Reception if they are struggling, worried or lost
- Remind them what time they will be coming home again
- Plan their favourite meal for when they get home!

A large yellow smiley face logo is centered in the upper half of the page. The word "Life" is written in red cursive with a small star above the letter 'i'. The words "at Landau" are written in blue cursive below it. A red curved line at the bottom of the smiley face represents a mouth.

# Life at Landau



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