



# Student & Parent Guide



2024 - 2025

[www.fromecollege.org](http://www.fromecollege.org)

# Contents

- 3. Welcome from the Principal
- 4. Senior Leadership Team
- 5. Contact Us
  - Timings of the College Day
- 6. Free School Meals
- 7. Payments
  - Required Apps
- 8. Our House System
- 11. Our Uniform
- 14. Useful Information
- 15. Expectations
- 17. Homework
  - Extra-curricular
- 18. Attendance
- 20. Keeping You Safe
- 21. First Aid & Medication
- 23. Parent College Partnership
- 27. School Calendar 2024-2025

# Welcome from our Principal

Moving to the College is an important step in students' lives and we want them to have as much information as possible so they can prepare well for starting in September. This booklet will help answer many of their questions and help them prepare for joining us. Initially students will have lots of new experiences to get used to and we are confident that they will settle in quickly to their new classes and routines. Please ask if there is anything you feel unsure about and remember there are lots of people who are here to help, staff and students alike.

Learning and academic progress is at the heart of everything we do. We also have lots of extra-curricular opportunities at Frome College and I recommend that students find out and try as many as possible. Our clubs, activities and trips are a great way to meet new people and find new interests students may not have tried before. Our tutors are the first point of contact each day, so remember students can always talk to them about the clubs they can join and ask any other questions about College life.

We want students to enjoy their time at Frome College and we will do our best to help them settle in as quickly as possible. We pride ourselves on being a caring and supportive College and it is important to us that students feel safe, looked after and individual. We are always impressed at how quickly new students settle in, find their way around and make new friends.

I look forward to meeting you very soon.



Emma Reynolds  
Principal



# Senior Leadership Team



**Kirsten Windsor** [KWindsor@fromecollege.org.uk](mailto:KWindsor@fromecollege.org.uk)

Vice-Principal

Responsible for whole College behaviour; whole College attendance; whole College student wellbeing; Transition Lead.



**John Robson** [JRobson@fromecollege.org.uk](mailto:JRobson@fromecollege.org.uk)

Senior Assistant Principal

Responsible for curriculum design; pupil premium; catch up; Teaching and Learning: whole College literacy; Year 11 raising achievement.



**Andy Davies** [ADavies@fromecollege.org.uk](mailto:ADavies@fromecollege.org.uk)

Assistant Principal

Head of 6th Form

Responsible for Post 16.



**Paul Durber** [PDurber@fromecollege.org.uk](mailto:PDurber@fromecollege.org.uk)

Assistant Principal

Responsible for whole college IT; timetabling; exam team



**Bill Owsley** [WOwsley@fromecollege.org.uk](mailto:WOwsley@fromecollege.org.uk)

Assistant Principal

SENCo

Responsible for SEND team.



**Aron Schneider** [ASchneider@fromecollege.org.uk](mailto:ASchneider@fromecollege.org.uk)

Assistant Principal

Responsible for Year 10 raising achievement; whole College Teaching and Learning.



**Vicky West** [VWest@fromecollege.org.uk](mailto:VWest@fromecollege.org.uk)

Assistant Principal

Safeguarding Lead

Responsible for admissions; community relations and enrichment; careers; Year 9 raising achievement.



**Lindsey Wallace** [LWallace@fromecollege.org.uk](mailto:LWallace@fromecollege.org.uk)

Business Manager

Responsible for Finance; HR; Staff wellbeing; Admin team; Site team; First Aid.

# Contact Us

## Attendance telephone number for all years

01373 469008

FCC.Attendance@fromecollege.org.uk

If your child is poorly, has a medical appointment, or for any other reason is expected to be absent, or late to College, during the school day, please telephone or email the Attendance Officer before 9am to let us know.

## Main telephone number

01373 465353

Monday to Friday, 8.00am to 3.30pm. Term time only.

Email Office@fromecollege.org.uk

# Visiting College

Wherever possible, please make an appointment to visit College, rather than arrive in Reception without our prior knowledge. During the College day our teachers will be in classrooms teaching, and unlikely to be able to see you without notice.

# Timings of the College day

REGISTRATION	8.45am
Lesson 1	9.15am - 10.15am
Lesson 2	10.15am - 11.15am
BREAK	11.15am - 11.45am
Lesson 3	11.45am - 12.45am
Lesson 4	12.45pm - 1.45pm
LUNCH	1.45pm - 2.15pm
Lesson 5	2.15pm - 3.15pm
END OF SCHOOL DAY	3.15pm

Students that are not punctual to registration may be placed in detention.

During break and lunchtime, students must stay on site. They can get a range of food and drink from the canteen in College Hall, or alternatively bring a packed lunch with them.

Please note that eating is not allowed in lessons. Students are allowed to drink water with their teacher's permission.

Chewing gum is not permitted anywhere on site.

A comprehensive range of extra-curricular activities are available for our students to enjoy. See our website for more details.

# Safety when arriving at/leaving college

For the safety of our students, please may we request they are not dropped off or picked up from the Bath Road car park at the College. The security gates inside of this car park are closed during College hours.

The main entrance to Frome College for students and visitors is the Princess Anne Road entrance, next to the Leisure Centre.

All students cycling to College must always arrive and depart using this entrance. Please do not ride bicycles or scooters on College campus

## Free School Meals

Students are eligible for free school meals if parents/carers are in receipt of the following benefits.

- Income Support (IS)
- Employment and Support Allowance (Income Related)
- Universal Credit with an annual household income of less than £7400 after tax
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided they are not entitled to Working Tax Credit, with an annual taxable income (as assessed by HMRC) of less than £16,190

ONLY the benefits listed above qualify for free schools meals.

Please phone 0300 123 2224 for advice.

Apply for free meals online at <https://service.somerset.gov.uk/free-school-meals>

## Parent Pay

Parent Pay is a secure payment system which the College uses. Parents can make payments online using a credit or debit card for purchases such as trips, music lessons and meals.

Parents will receive an activation letter containing login details. If any login details are misplaced, please contact the Finance Team on: 01373 469006 or [fcc.finance@fromecollege.org.uk](mailto:fcc.finance@fromecollege.org.uk)



# Payments in the Canteen

We operate a cashless catering system called Biostore which uses student fingerprints as identification. The system stores a set of numbers representing certain points of the finger image rather than the entire fingerprint image. This is then encrypted, making it extremely secure so it cannot be reconstructed. Students can opt out of the system, if they wish, and use a PIN code instead and the caterers also accept card payments. Parents can top up the balance on their child's Biostore account via Parent Pay.

## Frog

Frog is the virtual learning environment (VLE) used by Frome College. It serves as a centralised dashboard, providing access to the various applications, software environments, and classroom resources required for the subjects studied during lessons.

Frog is the platform through which student progress reports, exam timetables, results, surveys, and information regarding clubs and extracurricular activities are disseminated. It is used to communicate daily updates, such as room changes, to the school community.

Both students and parents are provided with personalised login credentials. Students are expected to log in daily to ensure they remain informed about all relevant information. Parents should aim to log in at least twice a week to help discussions about their child's learning and academic progress at home.

## Classcharts

ClassCharts is the platform that we use to share positive and negative points related to behaviours, homework, informal messages and detentions with our students, parents and staff. We also use the announcement function for informal messaging daily.

Students and parents have a personalised log in. Students should aim to log in every day to check all information and parents should log in at least twice a week to support conversations about learning at home.

## Recommended Apps for Parents and Students



FROG

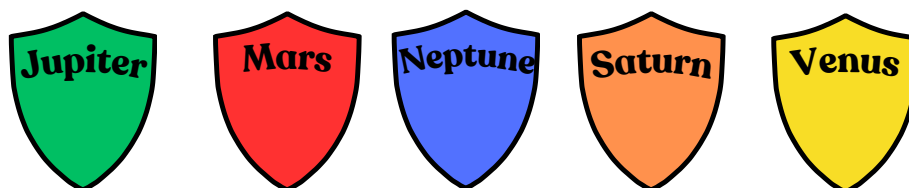


CLASSCHARTS



PARENTPAY

# Our House System



Frome College has five Houses, named after planets: Mars, Jupiter, Saturn, Venus, and Neptune. Students are assigned to one of these Houses when they enter Year 9 and remain in the same House until Year 11. The House system fosters a sense of community and friendly competition through various activities like assemblies, charity fundraisers, and the annual Sports Day. Being part of a House allows students to work together towards common goals while developing school spirit and teamwork skills.

## Earth House



To address the urgent threat of climate change and environmental degradation, we launched 'Earth House' - a voluntary sixth House and an initiative to integrate sustainability principles across the curriculum and student life. Through co-curricular programming, partnerships with local organisations, student groups, and volunteer opportunities, Earth House will equip students with the knowledge and hands-on experience to understand complex environmental challenges and develop innovative solutions. By embedding sustainability awareness and action campus-wide, Earth House aims to empower the next generation of leaders to build a just, thriving society in harmony with the planet.

## Jupiter



**Mr Comber**

Jupiter House, named after the largest planet in our solar system, aims to foster growth on a grand scale and help students navigate the challenges of education while supported by a strong community. Just as Jupiter is known for its massive size, powerful storms, and numerous moons, Jupiter House provides a dynamic environment where students can thrive and develop. At Frome College, we take pride in our consistently strong examination results.

However, we firmly believe that success encompasses much more than academic achievements alone. We are committed to offering our students a wide variety of experiences that contribute to their overall growth and development.

Head of House: Mr Comber  
Deputy Head of House: Mr Brown  
House Colour: Green  
House Charity: We Hear You  
Contact: Marshoh@fromecollege.org.uk



**Mr Brown**



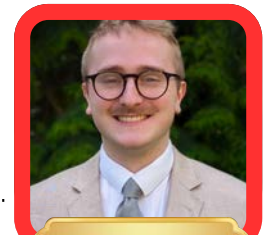
# Mars



**Mr Forrest**

Mars House, inspired by the fourth planet from the Sun, embodies values of community and resilience. We believe everyone has something unique to offer and strive to provide opportunities for all to shine. Our ethos embraces challenge, encouraging students to persevere through difficulties while supporting one another, fostering strong, positive relationships. Our house has a track record of success, winning several House cups in recent years. We expect all Mars students to contribute to this legacy and make their mark on College life. Tutors serve as your primary support throughout your academic journey, celebrating your achievements both in and out of school.

In Mars House, we cultivate a spirit of determination and teamwork. We push boundaries, face obstacles head-on, and grow stronger together. Our community is built on mutual support, shared goals, and the belief that every individual plays a vital role in our collective success. We look forward to welcoming you to Mars House. Prepare yourself for the challenges ahead and the rewarding experiences that await you in our vibrant, supportive community.



**Mr McCarthy**

Head of House: Mr Forrest

Deputy Head of House

House colour: Red

House charity: I Can & I Am

Contact: Marshoh@fromecollege.org.uk



# Neptune



**Mr Lavington**

Neptune House draws inspiration from the distant, blue planet in our solar system. Like its namesake, we encourage our students to explore the depths of their potential and weather any storms they may encounter.

Our ethos is centered on responsibility: "Being accountable for your actions unlocks amazing opportunities." This focus encompasses learning, behavior, and attitude. We expect all Neptune students to be caring, conscientious, and reflective learners, consistently making positive decisions and contributions. Positive behaviour is highly valued in Neptune House and

essential at Frome College. We believe this approach provides the best opportunity for a fulfilling experience, benefiting both individual students and the wider community. We also emphasise participation in wider school activities. Given the limited time at Frome College before age 16, we encourage all students to try new activities and seize opportunities to represent the school positively. These experiences not only bring enjoyment but also teach valuable life skills, preparing students for future opportunities beyond Frome College.

We hope all Neptune students will take full advantage of everything Frome College offers, make positive contributions, and make the most of their time here.

Head of House: Mr Lavington

Deputy Head of House: Mr Rush

House colour: Blue

House charity: Mind - 'the mental health charity'

Contact: Neptunehoh@fromecollege.org.uk



**Mr Rush**

# Saturn



**Mrs March**

Saturn, the sixth planet from the Sun, is known for its distinctive ring system and as the second-largest planet in our solar system. Just as this celestial body stands out among its peers, Saturn House aims to help students shine in their own unique ways.

Saturn's House ethos is that "you are what you do repeatedly" The Saturn House Team supports students to forge pathways for making good choices, having healthy relationships and to be adventurous. We have extremely high expectations of respect, fairness, presentation, punctuality,

hard work, effort, getting involved ultimately leading to excellent progress and achievement. All students feel they belong in Saturn House and we ensure there are equal opportunities and equity for all the community. Tutors are exceptionally encouraging and supportive but will challenge all students to try new projects and experiences.

Students are proud to wear our orange tie and by taking every opportunity to make a positive contribution to Frome College and the wider community, the happier more fulfilled and successful citizens students will be. As students travel through their journey with Saturn House, they can fully participate in their own learning which provides them with the skills and resources for later life. We want them to say "I'm glad I did" rather than "I wish had" when it is time to take their next steps.

Head of House: Mrs March

Deputy Head of House: Mr May

House colour: Orange

House charity: Young Somerset

Contact: saturnhoh@fromecollege.org.uk



**Mr May**

# Venus



**Dr Smith**

Venus, the second planet from the Sun in our solar system is named after the Roman goddess of love and beauty and is the only planet to be named after a female god. Unlike the planet, which is inhospitable with an atmosphere of carbon dioxide and sulphuric acid, and high pressure on its surface, Venus House will be inclusive and a safe environment for everyone.

We expect everyone associated with Venus House, to be polite, respectful, tolerant, and understanding of others. Everyone should be prepared to give their best and make a positive contribution.

As a member of Venus House, we will set high standards and aim to be role models for others. The tutors will be supportive and encouraging but expect them to challenge where necessary. Tutors are the first person you will see each day and they will be interested in hearing news of clubs and activities you do outside school.

We hope everyone will play a full part in the activities of the House and try something new, perhaps venturing outside your comfort zone.

Head of House: Dr Smith

House colour: Yellow

House charity: Purple Elephant

Contact: venushoh@fromecollege.org.uk



# Our Uniform

As a College we believe that uniform promotes a sense of pride and belonging. We would like all our students to present themselves to the highest standard as they represent themselves, College and families each day, and they are a valuable and visible part of our community. We hope that students will take pride in wearing their uniform.

If there is some reason why a student cannot be in full College uniform, they must give a note (written by their parent/carer) to their Head of House.

## Uniform Assistance

The College will support families in meeting the costs of uniforms by providing access, where possible, to second hand uniform, via an online shop. Parents will be invited to donate their child's uniform when they no longer need it. When we receive donated uniform, it is washed, repaired if necessary, repackaged and labelled, ready to be uploaded to the online shop. We charge a small amount for the items and all money received is allocated to helping our most disadvantaged students.

<https://app.uniformd.co.uk/items/frome-community-college>



Scan QR code for second hand uniform site

## College Uniform Supplier

The College's current College uniform supplier is:  
Cosmic Monkey

Unit E3 Southgate, Commerce Park, Frome, Somerset, BA11 2RY.

01373 464776

[hello@cosmicmonkey.co.uk](mailto:hello@cosmicmonkey.co.uk)

[www.cosmicmonkey.co.uk/category/Frome-College](http://www.cosmicmonkey.co.uk/category/Frome-College)



Scan QR code for Cosmic Monkey site

## Equipment

Students must be organised in everything they do and check that they have all the correct equipment for the next day packed the night before. Each day they will need what we call the 'Fab Five', in a sensible bag:

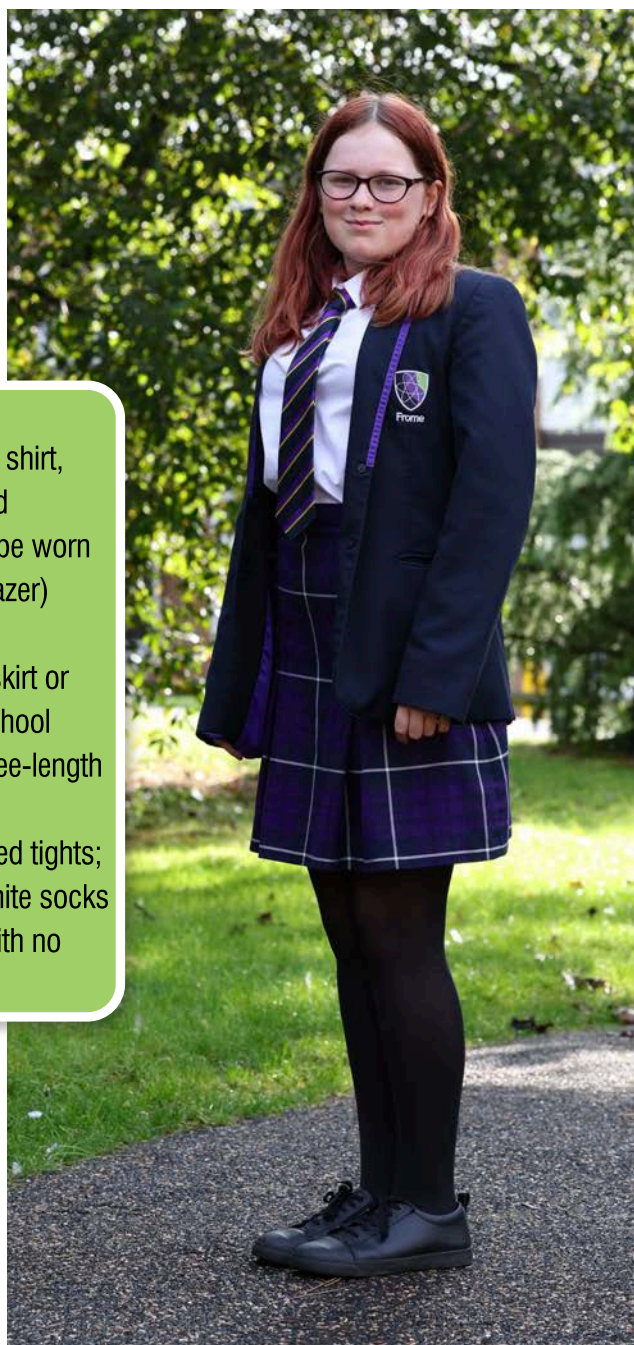




# Uniform



- Blazer
- White formal school shirt, long or short sleeved
- Optional jumper (to be worn in addition to the blazer)
- House tie
- Tartan knee-length skirt or mid-grey, formal school trousers/tailored knee-length shorts
- Black or skin coloured tights; OR plain black or white socks
- Plain black shoes with no markings



- Outdoor coat/jacket: plain dark colour without pictures/logos/text – no denim or leather.
- No caps or sports tops.
- Hoodies are not allowed (however Frome College hoodies are allowed as part of the PE kit). We define a hoodie as any cotton/nylon top with or without a hood, with or without a zip.
- Thin black belts only.
- Shoes must be removed in drama studios.

- Only one stud or sleeper per ear may be worn: nothing larger than a 1p piece.
- Only one nose stud is allowed.
- Discreet makeup only.
- Nails to be short and of a natural colour.
- No extremes of hair style/colour.
- Maximum of one ring and one bracelet per hand.
- Necklaces to be hidden under shirt.

We reserve the right, throughout the year, to veto fashion items and hairstyles which we deem unsuitable for school.



# Sports Kit



Please note, the sports kit is unisex, meaning that both boys and girls can wear shorts and a polo shirt

- Polo Shirt/Polo Top -Short sleeved, in navy with purple sides
- Shorts in navy with purple sides, or skirt in navy with purple sides
- Rugby/Hockey Top - long sleeved in navy and purple (reversible)
- Optional - recommended for winter: Hoodie in navy and purple. Students must wear a polo top underneath.
- Optional - recommended for winter: Jogging bottoms or sports leggings in plain dark navy or black
- Sports Shoes
- Optional - Sports Boots

**Health & Safety: All jewellery, including studs, MUST be removed for sports sessions. Long hair MUST be tied up.**

# Lost Property

All items of uniform and equipment should be clearly labelled with the child's first and surname. If lost items are found in College they will be kept by Student Services until the end of term.

Students should visit Student Services to find out if lost items have been handed in. Unclaimed items will either be disposed of or donated to our Uniform Shop at the end of each term.

# Mobile phones, electronic devices

- Students may bring a personal hand-held device (e.g. phone/tablet) to College with them, but can only use it at break and lunch.
- Phones must be switched off and not visible during or between lessons. If students use a device when it is not permitted, it is liable to be confiscated.
- Students must only access the internet using the College's filtered WiFi.
- Head/Earphones are not to be visible at any time during the College day.
- All such items are brought into College at the student's own risk.
- We cannot be responsible for any loss or damage.

# Banned Items

The following items are all banned in college:

- Knives/other weapons
- Alcohol
- Illegal drugs
- Stolen items
- Cigarettes/other tobacco products/vaping materials
- Pornography
- Fireworks

# Photographs

The College uses photographs of students for press publications, marketing, social media and its website. Students are given forms which allow them to decline the use of their photograph, and we also ask verbally at the time of taking any photograph.

# Policies

All our policies can be found on our website:

<https://www.fromecollege.org/home/our-school/college-policies/>



# Frome College:

## The 4Rs

<p><b>READY</b></p>	<p><b>RESPECTFUL</b></p>
<p><b>RESPONSIBLE</b></p>	<p><b>REPRESENT</b></p>
<p>We are <b>READY</b>          We attend on time          We are equipped          We complete our homework          We wear correct uniform          We have a positive attitude</p>	<p>We are <b>RESPECTFUL</b>          We are kind          We are polite          We make healthy choices          We listen          We treat our environment          and resources well</p>
<p>We are <b>RESPONSIBLE</b>          We are independent          We are ambitious          We are hardworking          We are engaged in our          learning          We are caring</p>	<p>We <b>REPRESENT</b>          We are active citizens          and role models          We are helpful          We are determined          We have resilience          We attend enrichment</p>



# **Frome College Expectations**

**1. Follow staff  
instructions**

**2. Disruption free  
learning**



# Homework

We believe that homework supports learning and helps students perform better in their studies. Teachers will assign homework, and students need to complete it by the deadline set.

We believe that homework supports your learning and helps you perform better in your studies. If you have questions about a specific homework assignment, please ask the subject teacher. If you have general questions about homework, you can contact the Head of your House.

Both parents and students can view homework on Classcharts.



## Homework Club

There is a daily homework club in E11 from 8.20-8.40am each morning. This is a chance for printing, a warm, quiet space to complete work, and help if needed.

# Extra-Curricular

All students are encouraged to get involved in one enrichment or extra-curricular activity each term.

We offer -

- DofE
- Cadets
- Year 9 Camping Trip
- Lunchtime & After-school Clubs
- House & Tutor Activities
- Trips & Visits
- External Speakers
- Workshops

A full list is available on our website and in the tutor time PowerPoint.

We continually review what clubs we can offer. If there is a club a group of students would particularly like to do, please email our Vice Principal [KWindsor@fromecollege.org.uk](mailto:KWindsor@fromecollege.org.uk) who will see if the activity is possible.

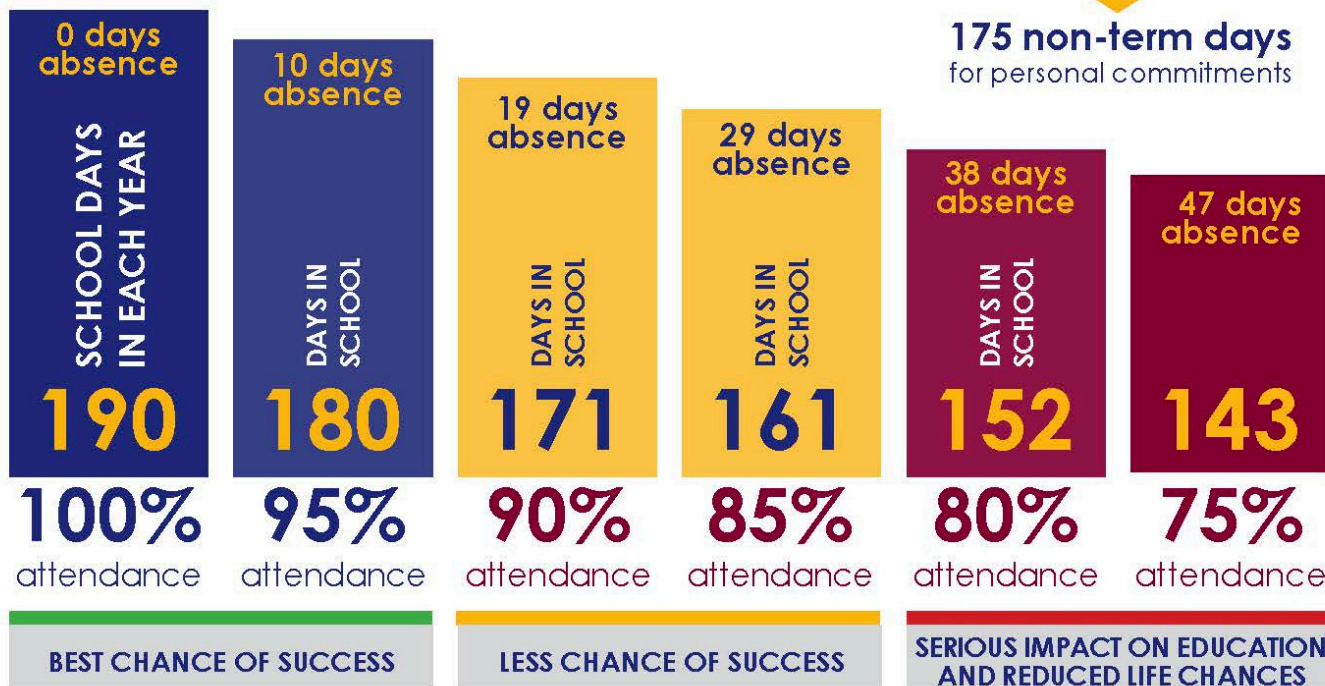
# Copyright

By enrolling at Frome College, students agree to assign their copyright on any work created as part of their studies to the College.





# ATTENDANCE & PUNCTUALITY



**95% attendance** means 10 days absence and 50 lessons lost when there are 5 lessons a day.  
**90% attendance or less** can reduce your chances of good outcomes by half.

**MEDICAL APPOINTMENTS**  
 When possible, book them outside of school hours.

**ILLNESS**  
 Unless it's serious, bring your child into school and we will keep an eye on them throughout the day.

**FAMILY HOLIDAYS**  
 You have 175 days a year when you're not in school. A one-week holiday in term time means that the highest attendance you can achieve is 97%.



Average learning time per day: **5 HOURS.**

If you are 15 minutes late each day, you will have missed **2 FULL WEEKS** of school in one year.

# Attendance: Everyday. Every Lesson

At Frome College we recognise the importance of school attendance and punctuality in enabling students to achieve their maximum educational potential. This helps them to participate in the life of the school and their local community. This means students will have optimum life chances enabling them to achieve a high level of attainment and enter adulthood successfully - high attainment depends on good attendance.

All staff (teaching & support) at Frome College have a key role to play in supporting and promoting excellent attendance and will work to provide an environment in which all of our students are eager to learn, feel valued and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

All absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. All absence disrupts teaching routines so may also affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parents/carers legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

At Frome College we demand the highest level of attendance and punctuality from every student, expecting all students to achieve 100% attendance unless prevented from doing so by illness or unavoidable cause. Regular and ongoing attendance will provide the opportunity for each student to be kept safe and to develop their full potential. Being punctual and having high attendance links to our school values:

As a College:

- we are committed to working in partnership with families and other agencies in order to achieve the best outcomes for children via the early help pathways available in each county.
- we provide a welcoming and caring environment where all members of the school community feel secure and valued.
- we have an effective system of communication with students and parents/carers to support good attendance and punctuality and to provide appropriate information and advice.
- we will use an appropriate system of rewards and incentives to recognise the effort students make in achieving good attendance and punctuality.
- we follow Department of Education (DfE) Guidance and Best Practice in the use of Penalty Notices as a deterrent to absence during term time. Somerset has the statutory duty to issue Penalty Notices and/or process legal action upon submission of appropriate evidence
- we expect students to aspire to achieve 100% attendance at school with a minimum of 96%, unless there are exceptional reasons for absence, which would then be authorised. The Isle of Wight Council v Platt case considered by the Supreme Court makes it clear that regular attendance shall mean attendance in accordance with the school rules. Therefore, any non-attendance which is not in accordance with the school rules will be deemed unauthorised. The school rules are the days the school is open for students to attend. Under this judgement a child should attend 100% of the time unless there are exceptional circumstances that prevent this.

# KEEPING YOU SAFE

If you see it, say it.

Friendship problems?

Worried about a friend?

Has something happened to you or a friend  
involving an adult in or out of College?

**See it. Say it.**

**Tell one of our Safeguarding Team!**

**Tell any member of staff!**



Mrs West



Mrs White



Mrs Windsor

Want to talk to someone right now? If you need to talk to someone about anything you're worried about, you can call Childline on 0800 11 11, or visit the CEOP website ([www.ceop.police.uk](http://www.ceop.police.uk))  
If you are in immediate danger please call 999.





# First Aid and Medication



Frome College has a number of qualified staff responsible for administering first aid to students during the school day, as well as a dedicated first aid officer.

If your child has an accident during the day or feels unwell, they will be referred to our First Aid Officer who will assess your child's condition and contact parents/carers if necessary.

**If your child becomes unwell at school they should present at Attendance (part of Student Services) to be referred to the First Aid Officer. Please note that students should not arrange to be collected by a parent/carer without being assessed by the first aid team first. We will always encourage students with minor ailments to stay in school wherever possible.**

If a student is in a lesson and feels unwell, they can advise their teacher that they require first aid and they will be given permission to leave the classroom. If the first aid officer feels that your child requires additional medical support or is too unwell to be in school then they will call the contact numbers that we have on file. We will always contact parents/carers if a student has sustained a head injury, even if minor. It is vitally important that you update the school of any change of contact numbers or circumstance in case of emergency.

All incidents and illnesses are recorded on our online first aid system using information given by the student, including any treatment given by the first aid team.

## **Medical Conditions and Health Care Plans**

Students with chronic medical conditions such as diabetes, epilepsy or severe allergies will require a Health Care Plan. These documents are written between school, student and carers and will advise staff of how the student's condition should be managed, detail any special interventions required and what to do in case of an emergency. If your child has or develops a medical condition, or there are any changes, it is vital that you update the school so that this can be put in place. We will also provide this for some short term conditions such as fractures.

## **Medication**

It is essential for students to bring any prescribed medication to Student Services, together with a signed consent letter or medication form from parents/carers, giving permission for First Aid qualified staff to dispense the prescribed quantity when necessary. The medication must be in its original packaging, with prescription information clearly stated on it, including the student's name and the dosage. The consent letter should also clearly state the time and dosage to be given to the student. Please note that the onus is on the student to arrive at Student Services for their medication at the correct time.

Students diagnosed with conditions that can require emergency medications such as asthma, diabetes and severe allergies should take responsibility for carrying their medication on their person. However, we are happy to store emergency named medication as above in the first aid room if carers wish.

Please note that we are not allowed to issue any pain relief such as paracetamol. If your child requires pain relief during the school day we will contact you and ask you to bring some into reception for your child to collect. If your child is likely to need to take pain relief during the day, for example if they are experiencing period pains, then they can bring a single dose to school to carry on their person.

## **Other information**

We have two portable defibrillators on site and have epipens available in case of emergency.

If you have any questions related to first aid please contact our First Aid Officer : -  
[hsprawson-white@fromecollege.org.uk](mailto:hsprawson-white@fromecollege.org.uk)



**Mrs Sprawson-White**  
First Aid Officer

# Parent - College Partnership

**We are very fortunate to have a friendly and supportive parent body. Our parents recognise that educating children effectively is a process that involves partnership between parents, staff and the wider college community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents to participate fully in the life of our college.**

## **At Frome College, we believe it is important to:**

- Work in partnership with parents to support their child's learning.
- Create a safe, respectful, and inclusive environment for students, staff and parents.
- Model appropriate behaviour for our students at all times.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff and visitors (through the Staff and Visitors Code of Conduct) and students (through our Behaviour Policy).

This enables us to continue to provide a community where:

- Every student feels safe and is well supported.
- We are caring towards others and our environment.
- Students are encouraged to be reflective and accountable.
- Everybody is valued and respected.
- We take pride in our learning and achievements.
- Strong partnerships with the community are valued.
- Enthusiasm and a curiosity for learning is fostered.

This document aims to help the College work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a student
- Anyone caring for a child (such as grandparents or child-minders)

## **We expect parents, carers, and other visitors to:**

- Respect the ethos, vision, and values of our College.
- Work together with staff in the best interests of our students.
- Maintain reasonable expectations for staff response to general communications.
- Treat all members of the college community with respect – setting a good example with language and behaviour.
- Seek a peaceful and reasonable solution to all issues.
- Seek to clarify a child's version of events with the college's view in order to bring about a peaceful solution to any issue.
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- Approach the right member of college staff to help resolve any issues of concern, following up if an appropriate response has not been received.

## **Behaviour that will not be tolerated**

- Disrupting, or threatening to disrupt, College operations (including events on the College grounds and sports team matches)
- Swearing, or using offensive language
- Threatening to do actual bodily harm to a member of college staff, Governor, visitor, fellow parent or student, regardless of whether the behaviour constitutes a criminal offence.
- Displaying a temper, or shouting at members of staff, students, or other parents.
- Damaging or destroying college property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Unreasonable demands upon college staff to respond to a parental query, or expectations for staff to communicate outside of normal working hours.
- The college does not permit electronic recordings of meetings or telephone calls by parents or staff without the explicit prior permission of all involved, and in agreement with senior managers.
- Making serial and unreasonable complaints (please see complaints policy)
- Posting defamatory, offensive, or derogatory comments about the college, its staff or any member of its community, on social media platforms
- Use of physical punishment against a child while on college premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult

- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the College premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)

**Should any of the above behaviour occur on College premises, the College may take any of the following actions:**

- Ending a meeting if this behaviour is displayed.
- Not replying to communications that are offensive, abusive, or derogatory.
- Insist that the adult communicates with the College through one member of staff only.
- Contact the appropriate authorities.
- Consider banning the offending adult from entering the College grounds.

**Appropriate use of Social Media**

Online channels are an important way for parents to communicate with, or about, our college. Frome College uses the following channels:

- Our official Facebook page
- Our official Instagram account
- Our official Twitter account
- Our virtual learning platforms, FROG & Classcharts
- Emails/Texts

**When communicating with the College via official communication channels, or using private/independent channels to talk about the college, we ask that parents:**

- Be respectful towards members of staff and the college.
- Be respectful of other parents/carers and children.
- Direct any complaints or concerns through the college's official channels, this could be by email, post or phone call, so they can be dealt with in line with the College's complaints procedure.

## **Please bear in mind:**

- That using private groups, the college's Facebook page, or personal social media to complain about or criticise the college or members of staff is not constructive. The college can't improve or address issues if they aren't raised in an appropriate way, it may also be detrimental to your complaint and in some cases may be considered harassment.
- That using private groups, the college's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils is not appropriate. Please contact the college directly.
- That you must not upload or share photos or videos on social media of any child other than your own, unless you have the permission of the other children's parents.

## **Breaching the terms of Partnership**

If the College suspects, or becomes aware, that a parent has breached the code of conduct, the College will gather information from those involved and speak to the parent about the incident.

- Depending on the nature of the incident, the College may then:
- Send a warning letter to the parent.
- Limit contact by allocating one key staff member to communicate with.
- Invite the parent into College to meet with a senior member of staff or the Principal.
- Contact the appropriate authorities (in cases of criminal behaviour).
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that maybe libelous or slanderous).
- Ban the parent from the College site.

The College will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the partnership rests with the Principal.

The Principal will consult the Chair of Governors before banning a parent from the College site.

**We trust that parents will assist our College with the implementation of this partnership, and we thank you for your continuing support of the College.**



# School Terms and Holidays Including Inset Days 2024/2025 Academic Year



September 2024						October 2024						November 2024								
M		2	9	16	23	30	Mo		7	14	21	28	M		4	11	18	25		
Tu		3	10	17	24		Tu		1	8	15	22	29	Tu		5	12	19	26	
W		4	11	18	25		We		2	9	16	23	30	W		6	13	20	27	
Th		5	12	19	26		Th		3	10	17	24	31	Th		7	14	21	28	
F		6	13	20	27		Fr		4	11	18	25		F		1	8	15	22	29
Sa		7	14	21	28		Sa		5	12	19	26		Sa		2	9	16	23	30
Su	1	8	15	22	29		Su		6	13	20	27		Su		3	10	17	24	
December 2024						January 2025						February 2025								
M		2	9	16	23	30			6	13	20	27	M		3	10	17	24		
Tu		3	10	17	24	31			7	14	21	28	Tu		4	11	18	25		
W		4	11	18	25		1	8	15	22	29	W		5	12	19	26			
Th		5	12	19	26		2	9	16	23	30	Th		6	13	20	27			
F		6	13	20	27		3	10	17	24	31	F		7	14	21	28			
Sa		7	14	21	28		Sa		4	11	18	25	Sa		1	8	15	22		
Su	1	8	15	22	29		Su		5	12	19	26	Su		2	9	16	23		
March 2025						April 2025						May 2025								
M		3	10	17	24	31	M		7	14	21	28	M		5	12	19	26		
Tu		4	11	18	25		Tu		1	8	15	22	29	Tu		6	13	20	27	
W		5	12	19	26		W		2	9	16	23	30	W		7	14	21	28	
Th		6	13	20	27		Th		3	10	17	24		Th		1	8	15	22	29
F		7	14	21	28		F		4	11	18	25	F		2	9	16	23	30	
Sa		1	8	15	22	29	Sa		5	12	19	26	Sa		3	10	17	24	31	
Su	2	9	16	23	30		Su		6	13	20	27	Su		4	11	18	25		
June 2025						July 2025						August 2025								
M		2	9	16	23	30	M		7	14	21	28	M		4	11	18	25		
Tu		3	10	17	24		Tu		1	8	15	22	29	Tu		5	12	19	26	
W		4	11	18	25		W		2	9	16	23	30	W		6	13	20	27	
Th		5	12	19	26		Th		3	10	17	24	31	Th		7	14	21	28	
F		6	13	20	27		F		4	11	18	25		F		1	8	15	22	29
Sa		7	14	21	28		Sa		5	12	19	26	Sa		2	9	16	23	30	
Su	1	8	15	22	29		Su		6	13	20	27	Su		3	10	17	24	31	

Key:	
<span style="background-color: #00FFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	School Holiday
<span style="background-color: #FF8C00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Bank Holiday
<span style="background-color: #FFFFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Term Time
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Inset Days

Term dates summary:	
Term 1: 03 September – 25 October 2024 (39 days)	
Term 2: 04 November – 20 December 2024 (35 days)	
Term 3: 06 January – 14 February 2025 (30 days)	
Term 4: 24 February – 04 April 2025 (30 days)	
Term 5: 22 April – 23 May 2025 (23 days)	
Term 6: 02 June – 23 July 2025 (38 days)	<b>TOTAL = 195</b>

Bank and public holidays 2024/25			
Christmas Day	25 December 2024	Easter Monday	21 April 2025
Boxing Day	26 December 2024	May Day Bank Holiday	05 May 2025
New Year's Day	01 January 2025	Spring Bank Holiday	26 May 2025
Good Friday	18 April 2025	Summer Bank Holiday	25 August 2025

Information on our Attendance Policy and attendance expectations can be found on our website [Fromecollege.org](https://www.fromecollege.org)  
<https://www.fromecollege.org/home/our-school/college-policies/>  
<https://www.fromecollege.org/home/parents/attendance/>



Frome College is proud to be part of the Midsomer Norton Schools Partnership



**2024 - 2025**

[www.fromecollege.org.uk](http://www.fromecollege.org.uk)