



Student Onboarding Manual

**Dartmoor
Multi Academy
Trust**

...everyone in our Trust.



The Oke Way

We care - We challenge - We thrive

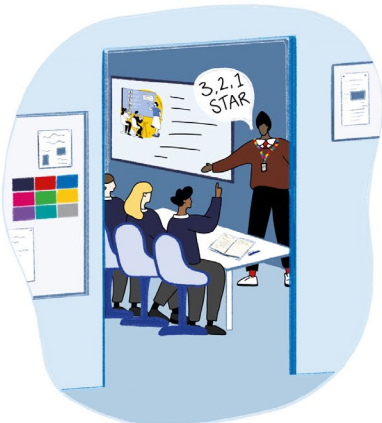


We Care

Show Care: kindness to others, always

Have pride: students wear uniform correctly

Phone free: students can focus on their learning and not be distracted. Students talk and engage with others at social times



We Challenge

Be prepared: Students are prepared for the school day with the equipment they need

Good conduct: students follow all instructions and reasonable requests from staff

Be punctual: students attend every lesson on time (before 3 minute bell)

We Thrive

Work hard: 100% effort and focus in every lesson

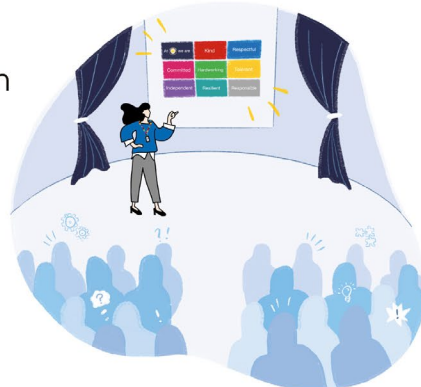
Sit up

Track the speaker

Ask and answer questions like a scholar

Respect others

Belong: be a responsible member of the school community



Welcome

We are delighted to welcome you and your child to Okehampton College. We are committed to ensuring the safety of our students, staff, and visitors at all times. We believe in providing the highest quality of education for all our students, and we foster an inclusive community where everyone is valued. Our core values are care, challenge, and thrive.

The Oke Way: Our Values and Expectations

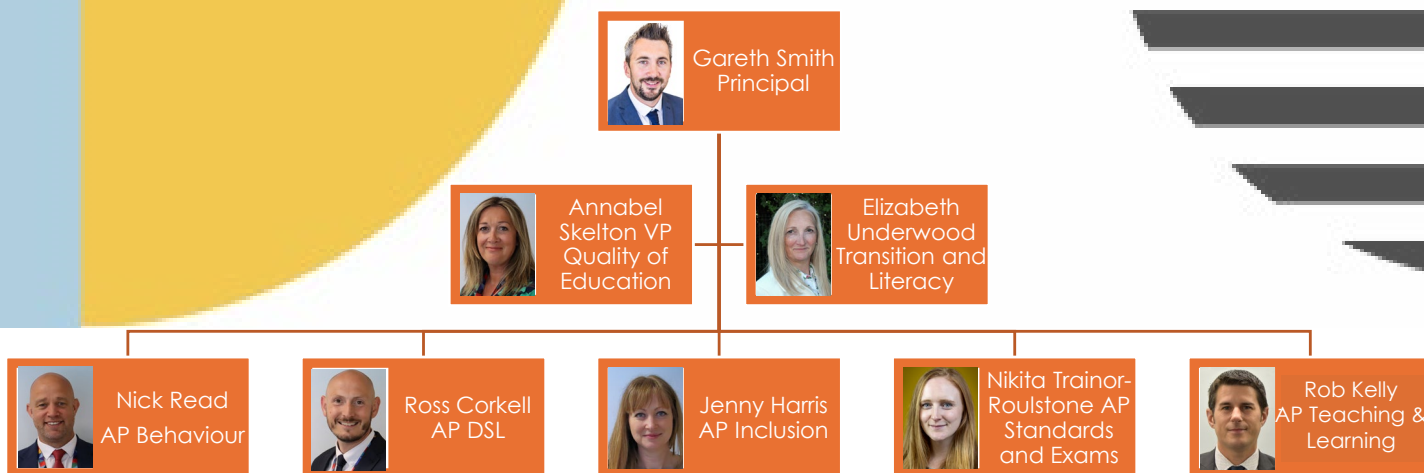
Our behaviour curriculum, "The Oke Way," emphasises:

- Care
- Challenge
- Thrive

We explicitly teach the behaviours we expect to see, fostering a culture of exceptionally good behavior for learning, community, and life. We emphasise manners and politeness in communication. We encourage students to be prepared, to work hard, and to support one another.



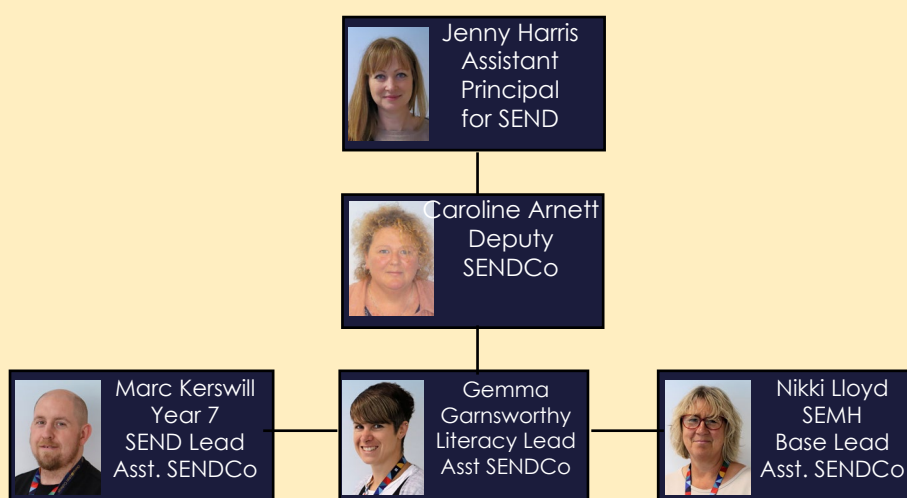
Meet the Senior Team



Key Staff Contacts

- Principal: Mr Gareth Smith
- Vice Principal: Mrs Annabel Skelton
- Designated Safeguarding Lead: Mr Ross Corkell
Email: rcorkell@okehamptoncollege.devon.sch.uk

Meet the SEND Team



House Teams



A. Wilson
House Leader



K. Hancock
Social Inclusion
Officer



J. Stevens
Beech & Ash Hub
Administrator



E. Wiegiersma
House Leader



I. Strawbridge
Social Inclusion
Officer



J. Stevens
Beech & Ash Hub
Administrator



T. Hodgson
House Leader



S. Cleave
Social Inclusion
Officer



B. Waters
Elm & Oak Hub
Administrator



L. Ashelford
House Leader



S. Simmons
Social Inclusion
Officer



B. Waters
Elm & Oak Hub
Administrator

Communication

- Attendance – email
attendance@okehamptoncollege.devon.sch.uk
- General enquiries use the house email addresses
ash@okehamptoncollege.devon.sch.uk
beech@okehamptoncollege.devon.sch.uk
elm@okehamptoncollege.devon.sch.uk
oak@okehamptoncollege.devon.sch.uk
- For subject enquiries go to curriculum and subject leads.
Contact details are on the website - [click here](#)
- Phone number is 01837 650910
- Get to know your child's tutor, they are your first point of contact for most issues.
- A weekly Friday Focus and Half termly newsletter sent via email and on the [website - here](#)

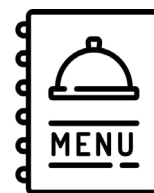
Useful Links

Click on the icons

Term Dates



Letters Home



www.



Okehampton College



Enrichment Programme



Safeguarding

Okehampton College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and visitors to share this commitment.

Safeguarding Staff

- Designated Safeguarding Lead: Mr Ross Corkell
- Deputy Designated Safeguarding Lead: N. Read
- Social Inclusion Officers: K. Hancock, I. Strawbridge, S. Simmons, S. Cleave
- House Leaders: A. Wilson, L. Ashelford, E. Wiegiersma, T. Hodgson

If you have any concerns about the safety or well-being of a student, please contact a member of staff or the Designated Safeguarding Lead.

External Support

- NSPCC Helpline: 0808 800 5000
- Childline: 0800 1111
- Mind: [Information about Mind]
- Intercom Trust: [Information about Intercom Trust]
- FRANK: [Information about FRANK]
- Young Minds: [Information about Young Minds]

Safeguarding Our College



G. Smith
Principal



R. Corkell
Designated Safeguarding Lead Assistant Principal



N. Read
Deputy Designated Safeguarding Lead Assistant Principal

 	 
 <p>K. Hancock Social Inclusion Officer • Social Emotional Mental Health • Emotional Based School Avoidance • Self Harm</p>	 <p>I. Strawbridge Social Inclusion Officer • Online Safety • Sexual Violence, Sexual Harassment</p>
 <p>S. Simmons Social Inclusion Officer • Bereavement • Young Carers</p>	 <p>S. Cleave Social Inclusion Officer • Substance misuse • Y Smart</p>
 <p>A. Wilson Ash - House Leader</p>	 <p>L. Ashelford Oak - House Leader</p>
 <p>E. Wiegiersma Beech - House Leader</p>	 <p>T. Hodgson Elm - House Leader</p>

If you have any concerns about your own safety, or that of another person, please talk to a member of our team or another adult at our College










We care We challenge We thrive

The Oke Way
We care - We challenge - We thrive

All-staff care about your safety.

























The College works closely with external agencies to further support students, as pictured above. Talk to staff or search online for more information

Uniform Policy

Okehampton College uniform plays an important part in contributing to the ethos and values of the College. Our uniform demonstrates our shared values and identify as part of our school and wider community. We have worked closely with our suppliers to source and produce a comfortable and cost-effective uniform.



Compulsory Uniform

- Branded college sweatshirt
- White polo shirt
- Grey trousers
- 100% black school shoes
- Black or white socks

Optional Uniform

- Grey shorts
- Okehampton College grey school skirt

- We recommend that students have a warm waterproof coat for winter.
- Hoodies are not allowed at school.
- Studs are allowed, but no dangly ear-rings or hoops.
- Uniform is available from Thomas Moore (Exeter) or Schoolwear Direct (Okehampton)

Jewellery

The only jewellery permitted:

- One pair of small plain ear studs.
- One small plain nose stud **(NO rings)**.

Hair

- Hair should be of its natural colour.

PE Uniform Policy

Our aim is to provide further flexibility around PE kit to ensure it is accessible to all, and to ensure that the focus can be on participation and comfort in PE lessons. We are also mindful of cost. The only compulsory, branded item is the Polo Shirt, all other items may be plain to keep them as affordable as possible. To ensure student comfort, they are allowed and encouraged to wear a coat for outdoor PE lessons.

As a guide please see the chart below and our website for further information.

www.okehamptoncollege.devon.sch.uk

	Top	Bottoms	Additional
Compulsory	Change of Top Navy and Gold Logo Polo shirt	Navy or Black bottoms These can be shorts, skirt, tracksuit trousers, leggings	Trainers Gumshield
Preferable	Warm Layers Blue and Gold ¼ zip branded top Navy and Gold Rugby Shirt	Change of socks Blue and Gold football socks White sport socks	Shin Pads Studded footwear
Optional	Blue logo waterproof jacket Warm layers for underneath the polo shirt		

Branded items are available from:

[Thomas Moore, Exeter](#) and
[Schoolwear Direct, Okehampton](#)



In addition

Pupils are encouraged to change their socks for PE

Pupils may wear any non-uniform items underneath their polo shirt to keep warm, eg. thermal base layer

Pupils may wear a warm / waterproof coat for outdoors PE when it is cold.

To support the whole college policy of no hoodies, hoodies are not to be worn for PE.

The rules surrounding jewellery and hair remain the same as these rules are part of national health and safety rules for PE. These state that long hair should be tied back for PE and that all jewellery (including piercings should be removable).

Equipment Requirements

Students are expected to be prepared for learning. Essential equipment includes:

- Pencil case
- Blue/black pens
- Pencils
- A 30cm ruler
- A rubber
- School bag
- Scientific calculator
- Protractor
- Highlighters
- A refillable water bottle

The School Day

The school site is open at 08:20 with breakfast available for all students in the Hot Canteen. The school day commences at 08:35 and finishes at 15:10. All students must arrive promptly in time for morning line up for 08:35.

Late buses run on Tuesdays and Thursdays. They are for students who have revision or take part in after school activities. Late buses leave College at 17:15.

Daily Schedule

08:40 - 09:05 Line up followed by Tutor

09:05 - 10:05 Period 1

10:05 - 11:05 Period 2

Break 1

11:35 - 12:35 Period 3

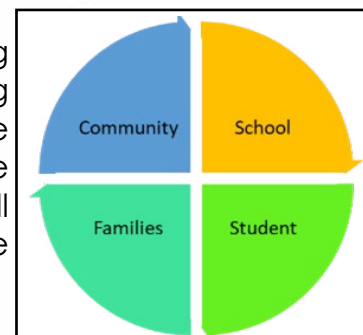
12:35 - 13:35 Period 4

Break 2

14:10 - 15:10 Period 5

Home-School Agreement

The Oke Way is our shared agreement for the sense of belonging and purpose we want our students, staff and families to feel during their time at Okehampton College. Our values: we care – we challenge – we thrive, underpin everything we do. It is because we care, that we will challenge students to do their best, and we will challenge when students don't make the right choices, because we want everyone to thrive.



We ask that you read the agreement, so that we all understand the part that we play in ensuring all young people can thrive. We believe that by working together, and living the Oke Way, we are setting up students for life with a strong sense of belonging as active members of the College and wider community.

As a school

We will:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment where all students can thrive
- Monitor and update you on your child's progress at parents' meetings and in twice yearly reports
- Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent or carer, and respond to any concerns from your child or parents/carers
- Provide a broad and balanced knowledge-rich curriculum that is enacted through the Oke Framework for Learning
- Promote high standards of behaviour, and outline clear expectations in our behaviour policy so we can maintain a safe environment for all children
- Set homework that supports the long-term learning of the curriculum, making it manageable, purposeful and practical
- Offer opportunities for parents and carers to get involved in school life
- Communicate between home and school through weekly briefings, Arbor, newsletters, text and email
- Respond to communications from parents in a timely manner, following school policies

Families

I will:

- Make sure my child attends school every day, wherever possible, and on time. I will notify the school if my child will be absent
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to school
- Support the school to make sure my child maintains a consistently high standard of behaviour
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn
- Encourage and support my child's home learning by helping them to complete homework and read independently

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- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- Read any communications sent home by the school and respond where necessary
- Communicate to all members of staff in a calm, polite and respectful manner
- Commit to work in partnership with the school in finding resolutions to any concerns
- Foster a positive attitude towards education and the school

Students

- I will:
- Embody the Oke Way – by understanding and meeting the school expectations
- Arrive at school and my lessons every day, on time, and ready to learn
- Work hard in every lesson, trying my best and asking for help if needed
- Do my home learning on time and raise any issues with my teachers
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my or other students' safety
- Wear the correct school uniform every day
- Bring to school all the equipment I need each day
- Treat all members of the school community with kindness, care and respect
- Understand and follow the school rules, taking responsibility for my own behaviour
- Look after school equipment, and show respect for the school environment and local community

Additional Information

- **First Aid:** The college has trained first aiders to provide assistance as needed. If your child needs to take medication during the school day, please deliver it to the school office with a completed permission form. It is important to notify the school of any ongoing medical conditions or changes to your contact details.
- **School Gateway:** The college uses School Gateway, an online payment system for school meals, trips, and activities.



First Aid

 <p>J. Anstey First Aid Support Officer Tel ext: 210 Room: First Aid</p>	 <p>K. Hancock Social Inclusion Officer Tel. ext: 331 Room: Ash & Beech Hub</p>
 <p>S. Cleave Social Inclusion Officer Tel. ext: 275 Room: Elm & Oak Hub</p>	 <p>I. Strawbridge Social Inclusion Officer Tel. Ext: 380 Room: Elm & Oak Hub</p>
 <p>B. Waters Social Inclusion Officer Tel. ext: 275 Room: Elm & Oak Hub</p>	

COLLEGE