

26th September 2017

Dear Parent/Guardian

We are very excited to have your son/daughter/ward learning with us at CECAMM this academic year. I trust they will have a fully enjoyable and stimulating experience in our new facility. I would like to highlight some changes we've implemented this year as we've moved from the Isle of Wight College Main Campus to CECAMM.

At CECAMM we aim to prepare students for the workplace and often have local Employers in the facility. Staff and students are expected to wear the appropriate CECAMM uniform and have PPE (Personal Protective Equipment) with them to enable participation in workshop activities. This will also apply to Studio School students, while learning at CECAMM.

Please be aware that the following procedure for uniform and PPE compliance will be followed this year:

- On the first occasion that a student fails to meet the expectations around uniform and/or PPE, a verbal warning will be given by the teacher leading the class. A record of the warning will be kept and then the student allowed to participate in their timetabled activity. If the student needs PPE, every effort should be made by the College to loan them what is needed. If no suitable PPE can be found, the student will not be allowed to participate in practical activities.
- On the second occasion, the student will be removed from the group and directed to work independently. A letter will be sent home advising of what has happened and asking for parental/guardian support in ensuring that the student wears the appropriate uniform in the future.
- If the student persists in not wearing their uniform or bringing their PPE then it would become a formal disciplinary matter, beginning at stage 2 of the college process and the parent/guardian will be invited into college to meet the director and staff from the studio school to discuss concerns, and agree what action is needed. Assuming the concerns are upheld this would normally result in a formal written warning being issued.

I have attached a list of all Studio School student expectations at CECAMM. Thank you for your help and we look forward to a productive year.

Yours Sincerely,



David Evans
Managing Director of CECAMM



INVESTOR IN PEOPLE

DEBBIE LAVIN (PRINCIPAL)
MEDINA WAY NEWPORT ISLE OF WIGHT PO30 5TA
VAT REG NO. 615 2080 75

FAX 01983 521707

THE ISLE OF WIGHT
college
01983 526831
WWW.IWCOLLEGE.AC.UK

Studio School / CECAMM Expectations

Personal presentation

Whilst in classroom lessons, students will be expected to wear their studio school purple T-shirt, black trousers (not jeans or jogging bottoms) and sensible shoes or trainers (not flip flops or high heels).

The Year 10 students will be routinely in the workshop and hence will need to wear personal protective equipment (PPE). If they do not have PPE they cannot take part in sessions. The required PPE comprises of overalls (navy blue), safety shoes and safety glasses. Students can purchase overalls from IDML on the Dodnor estate, Newport, Screwfix, The Tool Station or similar outlets on the island or via the internet.

Visible jewelry needs to be kept to a minimum and nothing that could be a health and safety risk, for example students must wear stud earrings. No jewelry is permissible in the workshop.

Lockers and pad locks

To enable students to store their possessions safely whilst on site, they are welcome to use the lockers in the changing room. To do this they will need to bring a combination padlock. We have allocated lockers for use by studio school students and they can leave items in the lockers for the duration of the term, so they do not need to carry their PPE with them each week.

Smoking

Students must not smoke on Campus due to their age. The site is covered by CCTV and we will follow-up any students seen smoking.

Mobile phones

Students must not take mobile phones into the workshop and hence they should be stored securely in their locker. If taking them into a classroom, they should be set to silent and not used unless directed to do so by the teacher. If, in exceptional circumstances, the student needs to have their phone available to them this needs to be agreed by the teacher at the start of the lesson. If a student does not follow these guidelines their phone will be removed for the duration of the lesson and given back to them at the end. If this becomes a persistent issue, this will become a disciplinary matter.

Food and drink

All students are to only eat in the refectory area and only bottled water will be allowed in classrooms. No food or drink will be allowed in the workshop.



DEBBIE LAVIN (PRINCIPAL)
MEDINA WAY NEWPORT ISLE OF WIGHT PO30 5TA
VAT REG NO. 615 2080 75



FAX 01983 521707

THE ISLE OF WIGHT
college
01983 526631
WWW.IWCOLLEGE.AC.UK