



Medina College

MEDINA COLLEGE

Parent Handbook 2026 - 2027



WELCOME TO MEDINA COLLEGE

Welcome to Medina College. We are a slightly smaller than average secondary school based to the north-east side of Newport.

We are highly ambitious for your child. They receive the very best so they can leave us with great results and as fully rounded citizens. We are ambitious for our young people and their futures.

Success is very important to young people and it is important to us too. Success in all its forms, whether this is academic via our ongoing and improving results, in vocational areas or in the extra-curricular parts of school life - which are extensive here at Medina College. We celebrate our successes as often as we can.

The attributes of respect are very important to us. Good manners cost nothing, after all. We expect everyone to be polite, tolerant and kind. We are very strong on equality too. We welcome diversity, within our high expectations, and we aim to achieve equality of opportunity for all.

INTRODUCTION

In this handbook you will find an overview of the information you need regarding your child's first year at Medina. If you need any additional information, then please contact your child's Form Tutor, the Year 7 Pastoral Support Manager or subject teacher.

The purpose of the handbook is to provide useful information as opposed to having the details of every College policy. If you require more information on individual policies, these can be requested from the College or found on our website.

SECTION 1: ATTENDING SCHOOL

Term Dates 2026-2027

Autumn Term Dates

Thursday 3 September 2026 - Friday 18 December 2026

Half Term: Monday 19 - Friday 30 October 2026

Spring Term Dates

Monday 4 January 2027 - Thursday 25 March 2027

Half Term: Monday 15 - Friday 19 February 2027

Summer Term Dates

Monday 12 April - Tuesday 27 July 2027

Half Term: Monday 31 May - Friday 4 June 2027

School Development Days (students not in school)

Tuesday 1 September 2026

Wednesday 2 September 2026

Monday 2 November 2026

Friday 18 June 2027

Friday 9 July 2027

Wednesday 28 July 2027

College Day

8.45 - 9.10	Tutor Time / Assembly
9.10 - 10.10	Lesson 1
10.10 - 11.10	Lesson 2
11.10 - 11.40	Break
11.40 - 12.40	Lesson 3
12.40 - 13.40	Lesson 4
13.40 - 14.10	Lunch
14.10 - 15.10	Lesson 5
15.10 - 15.15	Tutor Time

Attendance

All Students should aim for 100% attendance. Research shows that for each 10% reduction in attendance, GCSE grades will drop by one grade!

All absence from school must be covered by a phone call (01983 538055), before 8.45 am, on each day of absence, giving the reason for the absence, and confirmed via a note addressed to your child's form tutor. Alternatively, absences can be reported using the Arbor app. If your child is off ill for several days, you must stay in touch with the school so that we are aware of the reason for the continuing absence.

At Medina College, we believe that every school day matters in a child's education. This is backed up by research to show how critical regular attendance is in ensuring your child reaches their full potential. Therefore, every student's attendance target is 100%

What is good attendance? To underline the importance placed on excellent school attendance, the Department of Education states that students with less than 90% attendance are classed as persistent non-attenders. Each absence is recorded as authorised or unauthorised by the school. We have a duty of care, shared with the local authority to challenge poor attendance when attendance levels are low or where we feel there are invalid reasons for absence. We will contact you to arrange an appointment with the local authority to discuss ways to help improve attendance.

Medical/Dental Appointments: Please ensure, any routine medical or dental appointments, are made outside of the College day if possible. If you are unable to do so, students will be expected to attend college before and after their appointment. A medical/dental appointment card/letter will be required for the absence to be authorised.

Holiday Requests

In line with government guidelines, holiday requests during term times will not be authorised. The College can use fixed penalty fines to discourage holidays in term time, but we prefer to work with parents and come to an understanding that attendance is vital to academic success. If holiday is taken in term time, this will be recorded as an unauthorised absence.

Lates

The school day starts at 8.45 am. The school gates will be closed at 8.45 am and any student arriving after this time will be marked as late and a detention will be issued. We must know if students are in College so that we have an accurate account for safeguarding reasons and in case of an emergency, such as a fire drill.

Leaving the College Site

Students are not allowed off the College site at any time unless they have written parental permission to go home for lunch or a medical appointment; students must bring a letter or appointment card for their form tutor to sign if they have an appointment during the College day. When students leave the College site, they must take the letter or card to the Year Office, where they will be signed out and given an 'out of school' pass.



Transport

Application forms for all students entitled to home to school transport will be provided to you via County Hall. For the latest transport information, please visit the Council's School Transport webpage: <https://www.iow.gov.uk/schoolsand-education/home-to-school-transport/> or contact the School Transport Team via email: transport.info@iow.gov.uk or by phone 01983 823780.

On the first morning of the new academic year, only those students who are eligible for free home to school transport will be permitted to travel on the school bus without a 'Scholars Term Ticket'. Term tickets will be delivered to eligible students on the first day of the academic term in readiness for the journey home. Medina College will be issued with term tickets, timetables and student lists for contracted home to school bus services just prior to the first day of the academic year.

Unwell during the College Day

Students should tell their teacher that they feel unwell. If the teacher feels that it is a medical emergency the student will be sent to the Student Hub during lesson time. The Student Hub staff will make an assessment and phone an appropriate contact. Please make sure all contact details are kept up to date and sent to your child's Head of Year in writing. Please note, students should not phone home themselves or sign themselves out before contacting a member of Student Hub staff; this could result in students being recorded as truanting. Students need to be collected from school by an appropriate adult.



SECTION 2: COMMUNICATIONS

Protocol for Communication

We aim to work in partnership with you and there may be times when you wish, or need, to contact the College directly. As a large organisation, it is important that we provide the best possible service for parents and students by using our staff efficiently. At your child's primary school, you may well have become used to discussing a wide range of matters with the Headteacher; at Medina we have well qualified staff and we would ask you to consider which person is best placed to deal with any issues. To help you decide, a summary of the main responsibilities of various staff are as follows:

Form Tutor: The form tutor should be the first point of contact for both students and parents, as they will know your child best. The form tutor sees their form for registration every day and is the person who has a personal and direct responsibility for all members of their form.

Year 7 Pastoral Support Manager: The Year 7 Pastoral Support Manager is a central point of support, challenge and coordination for students, tutors and families. They will work with students and parents/carers to ensure transition is smooth and successful.

Heads of Year: There is a head of year for each year group from years 8 to 11. The Head of Year is supported by an assistant and there is one for Key Stage 3 and one for Key Stage 4. These staff support the overall wellbeing, behaviour and progress of the students.

Head of Key Stage 3: The Head of Key Stage 3 will provide strong pastoral and strategic leadership for Years 7, 8 and 9, ensuring that every student is known, supported, challenged and able to succeed.

Student Hub: Student Hub staff provide administrative and pastoral support for our students. These staff include the assistants to the heads of year, safeguarding support, medical and mental health support, operational support, a family liaison officer and attendance support.

Curriculum Leaders

The curriculum areas within Medina College are divided into faculties, each led by a curriculum leader.

Creative Arts & Technology
English & Languages
Humanities
Maths and ICT
Science & PE
SEND

As much as possible, we send out information to parents via email. Please make sure we have your correct contact details on our system. If you need to check these, please contact the Student Hub. If you are not able to receive communication via email, then please inform us so that information can be posted to you as required.

Meeting with Staff

It is essential that parents arrange meetings prior to coming to the College site. This can be best achieved by emailing the member of staff or ringing the College office. It is not possible for parents to arrive in reception and request a meeting with a member of staff on the same day.

Complaints

The Complaints Procedure for Medina College follows a three-stage model. The underlying principle is that concerns ought to be handled, if at all possible, without the need for formal procedures. Many concerns will be dealt with informally and parents/carers are encouraged to make contact with the member of staff concerned or the student's form tutor. Parents/carers may also choose to speak to a member of the senior leadership team on an informal basis, particularly if they feel they would have difficulty discussing a complaint with a particular member of staff. Similarly, if the member of staff directly involved feels too compromised to deal with the complaint, the complaint should be referred to a member of the senior leadership team who can refer the complaint to another member of staff.

Website & Social Media

The school website can be found at www.medina.iow.sch.uk and contains lots of useful information for parents, including weekly news updates. The College also uses social media (Facebook and Instagram) to provide regular updates and news. Please follow us on these channels to stay up to date!

Newsletters

We send out a weekly e-newsletter to parents, via email, with key updates, good news stories and useful information. Please make sure we have an up to date email address for you so that you get these communications. If you are unable to receive these communications via email, please contact the Student Hub, who will make sure you get a copy. Please let us know of any successes your child has outside of school that you would be happy for us to share in the weekly news. Please send details to info@medina.iow.sch.uk.

Policies

Copies of our policies, including data protection and the privacy notice can be found on the College website. If you are unable to access the website and would like a copy of any of our policies, then please contact the College Reception on 526523 or email info@medina.iow.sch.uk

SECTION 3: TEACHING & LEARNING

Contact Points

Each parent/carer will have at least three contact points throughout the year, generally one each term, whether that be a face to face meeting, an event or a report. The Parent section on the Arbor app, will keep you updated with Reward Points, Behaviour Points and Attendance.

Homework

All students should be set meaningful homework or independent learning. This should be used to reinforce the learning which has taken place in the class or prepare students for their future learning. Approximate length of independent learning is as follows:

	Year 7 Homework	Year 8 Homework	Year 9 Homework	Year 10 Homework	Year 11 Homework
Core Subject	30 mins per week	30 mins per week	45-60 mins per week	45-60 mins per week	45-60 mins per week
Foundation	30 - 45 mins every two weeks	30 - 45 mins every two weeks	60 mins per week	45-60 mins per week	45-60 mins per week

Wherever possible, students should be given one week to complete a piece of independent learning and should expect feedback within one week from the handing in date. All independent learning requires some form of feedback from staff.

Google Classroom is used to set homework and for students to access this at home. Parents can also keep track of any work set and when it is due to be completed.



Music Lessons

We are fortunate to be able to provide music lessons for most instruments. Students should see their music teacher if they would like further information. Students who are provided with instrumental lessons will be expected to:

- Attend these lessons regularly and punctually;
- Practise regularly and frequently and take a full part in music-making in College;
- Provide payment for these (to the College) one term in advance.

Music practice rooms: The Music block is out of bounds at break and lunch times except to students who have a practice pass. These are issued by the Music department.

Special Educational Needs Department (SEND)

Medina offers excellent individual support to students with special educational needs and disabilities (SEND). Additional information on the SEND department is available from Carrie Drake, Assistant Headteacher with responsibility for SEND, if required.

Tutor Groups / Tutor Time

As you are aware, your child has already been allocated a tutor group and a tutor. This tutor will form an important part of life at Medina and should be the first contact for you and your child if they have any concerns or queries. In tutor time, students will have assembly, tutor activities and time for mentoring from their tutor.



Home School Agreement

“Learn with courage, grow with confidence, and succeed with kindness.”

At Medina College, every young person deserves a path - a journey that nurtures ambition, builds confidence, and empowers each learner to discover who they are, what they can do, and who they can become. We value every individual and ensure that each learner feels supported, included, and inspired to reach their full potential, so that success is experienced by all. Every student is valued. Every voice matters.

As staff at Medina College, we will:

In line with our core values of Ambition, Courage, Confidence, and Kindness, and our school rules - Ready, Respect, and Safe - as staff at Medina College, we will:

- **Ambition:** Demand the best of all our students all of the time. We will provide a curriculum through which all students can achieve excellence and make good progress, ensuring every student is ambitious for themselves and their future.
- **Courage and Confidence:** We will encourage students to have the courage to seek new ways of doing things and the confidence to embrace developments in technology and learning.
- **Kindness and Respect:** Insist upon good manners, politeness, and appropriate behaviour at all times. We will show kindness by consistently challenging all forms of prejudice and supporting students to respect themselves, each other, and the school environment. We will also keep you informed about your child's progress and be available to discuss and act to resolve any concerns.
- **Ready and Safe:** Ensure a safe learning community where all students and staff engage fully with the policies and procedures of the organisation. We will actively safeguard our students, making appropriate contact with external agencies as and when we are concerned about a child's wellbeing or safety.

As parents/carers, I/we agree to:

As parents/carers, in line with the school's core values and the rules of Ready, Respect, and Safe, I/we agree to:

- **Ambition and Confidence:** Join in with and support the school's culture of high expectations, showing a genuine interest in our child's learning journey. We will support their studies at home and ensure they have a quiet place to complete homework to build their confidence and skills.
- **Kindness and Respect:** Support the school in insisting upon good manners, politeness, appropriate language, and behaviour. We will partner with the school in consistently challenging prejudice and ensuring our child shows respect for themselves, others, and the school environment. We will also communicate openly, making the school aware of any concerns which might affect our child's work, behaviour, or safety.
- **Ready and Safe:** Ensure that our child is ready to learn by attending school regularly, arriving on time, being properly equipped, and always wearing the correct uniform. We will fully support school policies to maintain a safe environment and engage in frequent dialogue with the school at events and meetings.

As a student of Medina College, I agree to:

As a student of Medina College, in line with the school's core values of Ambition, Courage, Confidence and Kindness, and the rules of Ready, Respect, and Safe, I agree to:

- **Ambition:**
 - Be ambitious for myself and my future.
 - Do all of my classwork and homework.
 - Engage with the academic curriculum so I can achieve to the best of my ability.
- **Courage and Confidence:**
 - Have the courage to try new ways of doing things.
 - Build my confidence by embracing developments in technology and learning.
- **Kindness and Respect:**
 - Treat others with kindness and be respectful and tolerant of the views of others.
 - Use good manners, be polite.
 - Use appropriate language and behaviour at all times.
 - Show respect for myself.
 - Show respect for others - be kind.
 - Show respect for the school environment.
- **Ready and Safe - Be ready to learn by:**
 - Arriving at school on time.
 - Having the correct equipment for each day's lessons.
 - Wearing the correct uniform.
 - Attend school, tutor time and lessons.
 - Follow the school rules to keep our community safe.





SECTION 4: GENERAL INFORMATION

Cycling to College

Students are encouraged to cycle to College if they wish. A lockable bicycle shed is available on site where bicycles can be kept during the day - students will need to provide their own individual locks. Students will need to ask a staff member or the Premises Team to access the bicycle shed.

Evacuation

If the fire alarm is sounded, the building has to be evacuated; students and staff must proceed to the allocated evacuation point. The evacuation procedures are posted around the College and in all classrooms.



Extra-Curricular Opportunities

There are a number of clubs and opportunities available for all students, as well as College trips. A full list of the extracurricular opportunities on offer will be published at the beginning of every half term in the newsletter and available to view on the College website. Trips are advertised in school, via the weekly news and on the College website.

Free School Meals

The Isle of Wight Council has a policy to help children in serious need. Any parent/carer who thinks they are entitled to help should contact the Local Authority on 01983 823455 or via the website <https://www.iow.gov.uk/schools-and-education/schools/free-school-meals/> or collect an application form from the Student Hub.

Lost Property

If items are lost, students should inform their tutor or the Student Hub as soon as possible.

Lunch Arrangements

We operate a cashless catering system in our canteens which is a more convenient way to pay for school meals, using a secure service. Details of this system will be provided before your child starts. Students may, if they wish, bring a packed lunch. Students may buy snacks and drinks from the dining room during morning break. Students can only eat/drink in the dining room or outside.

Medicines

Medical forms to administer all medication must be completed and are available from the Student Hub/ Reception on request. Government regulations say that over-the-counter medication, such as paracetamol or ibuprofen, (to be supplied by parents/carers) may be given to students via the Student Hub with a completed medical form. All other medicines must be supplied on prescription. Parents/Carers of students taking any medication must hand it in to a member of the Student Hub/Reception staff where it will be kept under secure conditions.

Mobile Devices

Schools are now expected to operate as mobile-free environments and Department for Education guidelines state that phones must not be accessible during the school day, including during break and lunch times. All students at Medina College are expected to hand their mobile phone in during tutor time in the morning and they will be able to collect it again during tutor time in the afternoon. This approach allows students to feel safe on their journey to and from school, while having the digital distraction removed from the entirety of the school day.

Student Hub

Students should go to the Student Hub, if they need to, during break or lunch times, if they need any support with any of the following:

- Replacement bus pass
- Copies of timetables
- General information
- Lost property
- Medical/first aid issues

As much as possible, we send out information to parents via email. This reduces the cost of postage and also gets information to parents quickly. Please make sure we have your correct contact details on our system. If you need to check these, please contact the Student Hub. If you are not able to receive communication via email, then please inform your child's year assistant so that information can be posted to you as required.

Uniform

School uniform is to be worn at all times on the school site. Uniform should be kept clean and neat and all items should be clearly named. ONLY ITEMS LISTED BELOW MAY BE WORN AT SCHOOL. Please read the Uniform Guidelines for a more detailed list of what is and isn't acceptable.

ALL uniform, including PE kit and optional PE kit items can be purchased from:

Kids & Co, 22 High Street, Ryde, Isle of Wight, PO33 2HW. Tel : 01983 615244, Web: www.kidsandcodirect.co.uk; or

The School Shop, 9 Union Street, Ryde, Isle of Wight, PO33 2DU. Tel: 01983 563836, Web: www.iwuniform.co.uk

Blazer: Charcoal with trim and College badge OR Jumper: Long-sleeved grey jumper with College badge (no other jumper is acceptable)
Shirt: Plain white, long or short sleeved (with pointed collar, not rounded, with top button fastened)
Trousers or shorts: Tailored black trousers or tailored shorts Skirt: Plain black pleated knee-length
Shoes: Plain black (shoes must be all black)
Tie: School tie (clip-on ties for all year groups)
Socks: Plain black or white Tights: Plain black or neutral
Outdoor coat: Suitable outdoor coat (NO HOODIES ALLOWED ON THE SCHOOL SITE)
Hair: Hair must be in an appropriate style for school and must not reflect any extremes of fashion (style or colour)
Makeup: No makeup in Years 7 or 8. In Years 9, 10 and 11, discreet makeup may be worn but should not be noticeable. Nail varnish, false nails, acrylic or gel nails must not be worn to school
Jewellery: A watch (not a smart watch), one plain simple ring (e.g. a signet ring) and one pair of discreet stud earrings are the only items of jewellery allowed in school. No other facial or body piercings are allowed in school
PE Kit: College sports top with school logo, plain black long sport socks and plain black shorts of an appropriate length. Optional PE items: Fleece top (plain black with logo), tracksuit bottoms (plain black), rain jacket (plain black with logo), skort (plain black), sports leggings (plain black - these must be sport leggings, NOT fashion leggings). The correct PE kit must be worn; students may not wear ordinary uniform clothing for PE lessons. A suitable bag is needed for PE requirements. Personal clothing and sports equipment must be clearly named.
Protective clothing/equipment: Students will be required to use protective clothing/equipment in some lessons, e.g. Art, Science, Design and Technology and PE (shin pads, gum shields etc.)

Uniform Guidelines

It is important for the College and the students that the way students present themselves is positive and acceptable and creates the impression of a disciplined and well-ordered establishment. It is expected that all students will come to school every day in a neat, clean, uniform, giving the message that our students take pride in belonging to their College. The support of parents and carers is essential to this process.

The uniform list seems straightforward but we know what some children can be like when you take them shopping. The following guidelines contain more detailed information about items that are deemed or are not deemed acceptable as school uniform. Any items described as plain must not have any patterns, markings or logos of any sort. The College will not allow any items/fashion that the Governors feel would undermine the ethos or discipline of the College.

Shoes

Shoes should be low heeled, suitable for school and plain black.



Trousers and Skirts

Trousers should be tailored black 'school' trousers. Skirts should be black, pleated and knee-length. Jeans, cut-off trousers, leggings, footless tights or shorts are not allowed. No trousers or skirts with patches or pockets on the outside, visible zips, studs or other decorative embellishments. No stretchy material or 't-shirt' material. Belts must be plain black and worn through belt loops.



Shirts and Ties

Shirts must be school shirts, pointed collars not rounded and with top button fastened; not blouses or polo shirts. They must be long enough to stay tucked in and sleeves should not be rolled up. Anything worn under shirts must be neutral in colour so it does not show through. Ties must be school ties and not defaced by writing or by pulling.



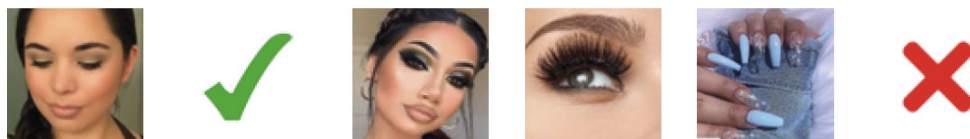
Jumpers and Cardigans

Jumpers are optional, but if your child chooses to wear one, this must be a College jumper. Cardigans and see-through jumpers, cut-off jumpers, loose-knit jumpers or fashion jumpers, hooded tops and vest tops, over or under shirts, are not allowed.



Make Up

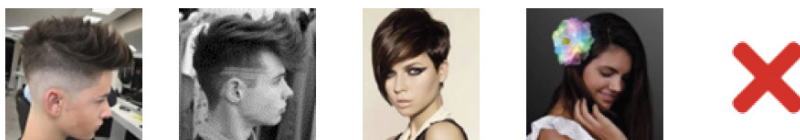
We allow a little discreet make-up for KS4 students, which would be deemed suitable for work. No false eyelashes or extensions, heavy dark eyeliner, thick black eyebrow pencil, excessive foundation or bright lipstick. Students will be asked to remove excessive make-up. Students are not allowed to wear nail varnish or false nails including acrylic or gel nails.



Hair

Hair colour must be neutral in colour. No extreme hairstyles or shades of colour. Please be aware semi-permanent dyes do not just wash out after a few washes. Any hair ornaments must be black and suitable for school. No lines or patterns to be shaved into eyebrows or hairstyles. No extreme hairstyles are allowed.

Hair that is shaven at the back and sides and long on top is considered to be an extreme hairstyle. It is the extreme difference in length and height that is the problem. The College recommends that hair should be no shorter than a grade 2.



Jewellery

One plain, simple ring (e.g. a signet ring) is permitted. One stud earring with a butterfly back may be worn in each ear. However, multiple studs and 'stretchers' are not allowed. No other piercings are allowed at all. However, clear and discrete retainers may be worn.

Please think carefully about healing times before allowing your child to have a piercing as no exceptions will be made. No visible necklaces or bracelets are to be worn unless they are a medical bracelet or, if it is a charity bracelet that the school is specifically fundraising for at the time. A watch may be worn, but not a smartwatch.



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Please be aware that this handbook may be updated throughout the year. The version found on the College website will always be the most up to date.



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