



Collingwood
College

BELIEVE SUCCEED

New Year 7

Parents' Meeting Information

A copy of the presentation shown at the meeting together with this booklet and information regarding the curriculum will be available on the College website www.collingwoodcollege.com in the Admissions' Section

PASTORAL SYSTEM/TEAM

We pride ourselves on providing individual attention or individual support to students. Each Year Group has its own Year Manager and Pastoral Assistant who stay with the Year Group for a period of 5 years. Students go to registration every morning, which is taken by their Form Tutor, who monitors punctuality, attendance and uniform amongst other things. You will have the opportunity to meet your child's Form Tutor on the first Academic Review Day on Wednesday 14 September. Further details will be provided in September.

Year Manager - Year 7
Mrs S Goggin

The Year Manager is responsible for the regular monitoring, review and evaluation of student learning as well as dealing with any behavioural issues which might arise.



Pastoral Assistant - Year 7
Mrs A Waters

The Pastoral Assistant supports the Year Manager.



Progress Leader Key Stage 3
Mrs L Edwards

As Progress Leader, Mrs Edwards oversees your son/daughter's progress and behaviour.



Assistant Principal (Student Welfare & Safety)
Mr J Cleary

Mr Cleary is responsible for overseeing the behaviour, attendance and safety of all students.



Form Tutor - Your child's Form Tutor will be the most important person in your son/daughter's education as they are the only person who will see them daily. They will have an overview of the attendance, progress and behaviour of each student in their Tutor Group. They should be your first point of contact.

ATTENDANCE

Holidays

As a parent you must not book family holidays during term time. College holiday dates, external examination dates and INSET days are published a year in advance. This information is also available from the College's website.

Holidays in term-time are a major source of concern to the College, due to the inevitable disruption caused to students' learning and progress. *The law clearly states that no parent can demand, as a right, leave of absence for the purposes of a holiday.* Therefore, **we treat holidays in term-time as unauthorised absences, except in exceptional circumstances.** If a holiday/leave of absence is taken without prior authorisation by the College, the absence will be recorded and the Local Authority's Education Welfare Department will be notified.

If there are exceptional circumstances then you may apply for leave of absence by completing the appropriate form **before** booking any term-time holidays. Forms are available from the Attendance Manager or Receptions as well as on the Parent Portal. Each application is individually considered. You will receive a letter advising you of the decision regarding your request within 7 working days.

Penalty Notices

The Education Welfare Department, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from College and this requires the recipient to pay a fixed penalty. The amount payable on issue of a Penalty Notice is £60, if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days. If the Penalty Notice is not paid within 42 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

BEHAVIOUR / RULES

Rewards

Collingwood operates an achievement points system (praise points). Praise points are allocated to students' records for positive contributions to Collingwood and more specifically for individual effort in the various aspects of College life including good attendance. You can view these points on your child's record which is accessible via the Parent Portal.

Behaviour points are also recorded against a student for poor uniform, lateness, detentions etc.

At the end of each half term, students can spend the balance of their praise points to purchase, for example, a meal deal at the canteen or Amazon Vouchers.

Sanctions

Where a student's behaviour is felt to be unacceptable, they will be sanctioned. Sanctions include detentions at break and lunchtime of between 10 and 30 minutes, after College for 30-60 minutes (sometimes on the same day with notification), on a Friday night after College for 90 minutes, inclusion (where the student is removed from the classroom and taught in isolation), inclusion at another school or exclusion (where the student does not attend College for a specific period).

Rules

Students are reminded they are representing the College when in uniform wherever they may be and could be sanctioned accordingly for bringing the College into disrepute.

Electronic devices - If students wish to bring an electronic device to College, e.g. mobile phone, the device must not be used, seen or heard while inside any building or during lessons unless directed as part of learning by a member of staff. If it is seen/heard, it can be confiscated by a member of staff. The College cannot however accept any responsibilities for such items.

Uniform - Students will wear the correct uniform both to and from College and within the College. If students do not appear in correct uniform, replacement items, where possible, will be provided by the Year Manager and the student's record noted accordingly. If this cannot be rectified immediately we would contact you to collect your child so that they could go home and change/solve the problem. Where this is not possible, they may be kept out of general circulation until the problem is resolved.

Punctuality - Punctual arrival at College is crucial, and registration at the beginning of the day with a student's Tutor is one of the most important periods in the day. Registration takes place at 8.25am and students who arrive in their form room after 8.25am will be recorded as late to College. It is equally important to be punctual to every lesson. Collingwood has electronic registration for every period of the day and therefore lesson attendance is closely monitored. Students will be rewarded for excellent attendance and sanctioned for poor attendance.

Travel to and from College - Students are advised that the footbridge by the fire station or the pelican crossing at the A30 Caesar's Camp Road junction **MUST** always be used to cross the A30. If the College is informed that students are not adhering to this rule, students will be spoken to. The crossing points on the A30 are there to ensure the safety of all our students and we rely on all our parents and carers to support us in enforcing this rule.

If students are coming to school by car, parents are not permitted to drive into the College's car parks to drop them off at the start of the College day or pick them up at the end of the day.

COMMUNICATION / PARENT PORTAL

The Parent Portal is a secure internet based information and communication tool that gives you secure access to your child's personal information as well as a host of other useful information. During the summer break, you will receive a letter with your username, followed by your password. Please use this information to log in and access:

- Attendance records
- Student timetables
- Parental surveys
- Weekly newsletters
- Personal information
- College policy documents
- Curriculum information
- Year group communications

Every Wednesday during term time, you will receive an email that will contain, as pdf attachments, any relevant letters issued for your child's Year Group. The email will also contain other important information and a link to the College's weekly e-Newsletter.

It is important that you access the Parent Portal to keep up to date with all aspects of College information.

CONTACTING THE COLLEGE

Please use our on-line communication system which is accessible via the Parent Portal, to contact the College. The system enables you to register a concern, seek information or pass on praise for a member of the staff. All communications are passed onto the appropriate staff who will respond in a timely manner. The feedback we receive enables us to improve the service we provide.



We encourage all parents to contact us to allow us to resolve any issues and urge parents to avoid using social media to air their concerns.

CURRICULUM

Students will be issued with a timetable when they arrive at Collingwood. During Year 7 the students study a varied curriculum. Details of the curriculum will be available on the Parent Portal.

FACEBOOK AND TWITTER

The College uses Facebook and Twitter as a further means of communicating with all parents/carers.



Find us on Facebook: www.facebook.com/Collingwood College, Camberley, Surrey



Follow us on twitter @CollingwoodCamb

FIRST DAY OF TERM

Students should report to Kingston Theatre at 8.20am on their first day in September. They will be met by their Form Tutor who will escort them to their Form room where they will be provided with their ID card, timetable, a map of the College and further information. If you are collecting your child at the end of the day, please make sure they know where you will pick them up. Please note: for health and safety reasons, please do not drive into the College and wait for them in the car park. Parents are not permitted to park in the College staff car parks unless attending for a meeting.

FREE SCHOOL MEALS

Free school meals are available for families on a low income. If you receive any of the following you may be entitled to receive free school meals for your child/children. Please contact the College if you require further information.

- Income Support (IS)
- Income Based Jobseeker's Allowance (IBJSA)
- Income Related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of State Pension Credit
- Child Tax Credit, provided you're not entitled to Working Tax Credit and have an annual gross income (as assessed by HM Revenue & Customs) that does not exceed £16,190. (NB: If you receive Working Tax Credit you do not qualify even if you receive Child Tax Credit and your income is below £16,190)
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The College has a financial support policy that provides assistance to those families most in need. If your child is currently in receipt of free school meals or your household income is less than £21,000 you may be eligible for assistance with uniform and other educational activities. For further information and a copy of our policy please contact the Finance Office.

Students who are entitled to free school meals use the canteen in the same way as any other student. They use their ID card to pay for their meal. The current daily entitlement of £2.20 allows students to purchase a two course meal or choose from a selection of baguettes, sandwiches, pasta pots, pizza and much more.

HOME TO LUNCH

We recommend that, for a variety of reasons, students remain onsite for lunch. However, we are aware that some students living locally to the College may wish to go home for lunch. Students wishing to go home must

bring in a letter from you giving permission for them to do this. A pass will be issued that should be carried at all times. Students who have permission to go home to lunch must do so and not go to any of the nearby shops/cafes etc.

LOST PROPERTY

It is important to clearly mark your child's uniform and any other property that they bring into College with their name. If your child does mislay any item and it is clearly marked, we can ensure it is returned to them. We send all unclaimed lost property to charity shops on a regular basis.

PARENT ENGAGEMENT

Collingwood has strong home-College partnerships to provide the best possible start in life for your child. We welcome parental support and involvement. Throughout the year there will be a number of meetings which we hope parents will attend - Academic Review Days and Parents' Evenings. We hope parents will also support the College at the various events that take place throughout the academic year, for example:

- Concerts
- Sporting Events
- Art Exhibitions

We actively seek your views through parent surveys and we also run a number of **Parent Focus Groups** throughout the year. All parents are welcome to come along and join in discussions which focus on specific topics.

PARENT PAY / CASHLESS

Collingwood is cashless and we do not accept cash or cheques. Parent Pay is the College's online payment system that lets you make secure online payments by credit and debit card for trips, dinner money etc.



You will receive your username and password together with a guide on how to activate your account from our Finance office prior to your child joining in September. Please use this information to purchase the items your child will need when he/she starts in September.

All students use their ID cards to pay for their lunch and it is important therefore that money is put onto cards via ParentPay **BEFORE** the first day of term.

For students in receipt of Free School Meals, their ID cards are automatically credited with their daily allowance, however you can also top up these on ParentPay to enable them to purchase additional items.

PLEASE KEEP THE COLLEGE INFORMED OF.....

- changes to contact telephone numbers
- change of email address
- any new medical conditions
- changes to your child's medication (if applicable)
- any other relevant information that you feel may have an effect on their life at Collingwood

SAFEGUARDING

Collingwood is proud of its safeguarding record, which has been mentioned in our previous two Ofsted inspections. Students are never allowed off site without permission and are sanctioned appropriately if they do so. You will be contacted when we are aware this is the case.

SPECIAL EDUCATIONAL NEEDS

Collingwood's Special Educational Needs Co-ordinator (SENCO) is Mrs J Hawkemore. If you have a child who is on the SEN Register or if you feel they require additional support, please contact Mrs Hawkemore.

STUDENT ENGAGEMENT

Students can become actively involved in the life of Collingwood by:

- becoming a Student Representative for their Tutor Group on one of the College Councils
- completing or taking part in our various student voice activities
- becoming a Student Leader, ECO Rep, Sports Rep etc
- helping out at events, i.e. Open Evening
- participating in music concerts, etc

STUDENT ID CARDS

Students are issued with photo ID cards and lanyards on their first day in September. The cards are used to access buildings and also to pay for food at the canteen and must be brought to College every day. There will be a charge of £5 to replace lost or damaged cards.

For further information regarding the many different aspects of school life, please refer to the Parents' Information Booklet which will be available on the Parent Portal from September in the College Documents section and also your Welcome Brochure.



Collingwood
College

BELIEVE SUCCEED