

Welcome to Cambourne Village College



The Year 7 Team

Head of Year – Mr Young

Pastoral Support Assistant – Ms Sonia Wilson

SLG Link – Ms Urtone

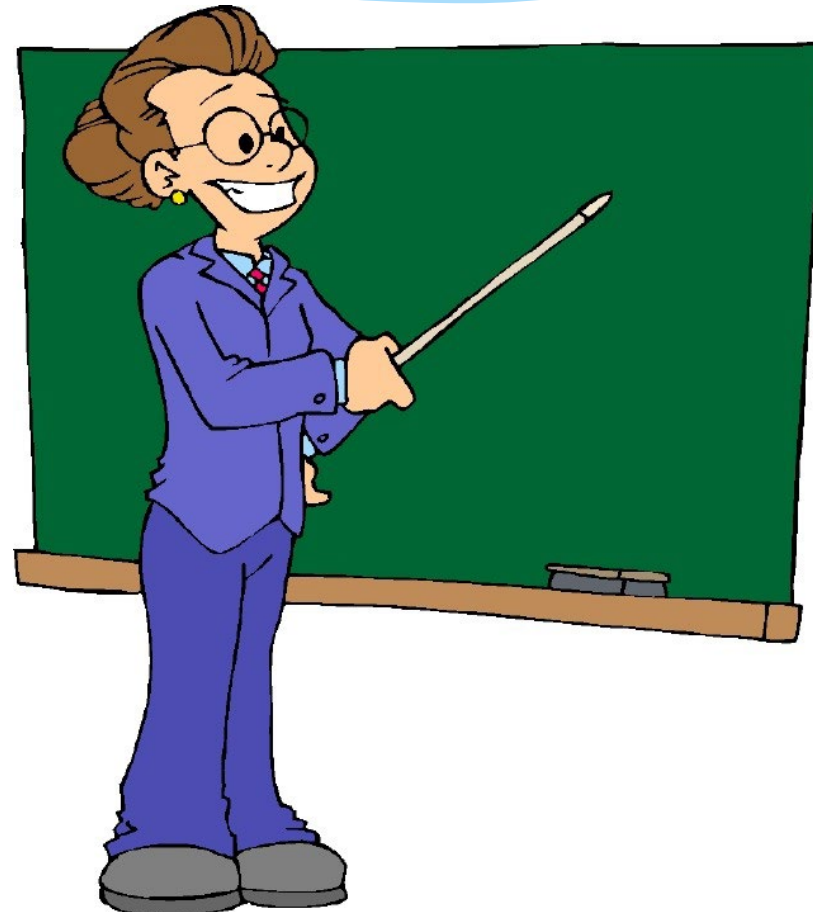
Pastoral Deputy Head – Mr Darling

Welcome to 7__

Miss/ Mr/Mrs.....

The tutor role

- * **First point of call in the school**
- * Pastoral role
- * Monitoring learning
- * Morning registration
- * Tutor period
- * Tutor mentoring
- * Weekly assembly
- * Convey information



Registration Activities

Monday

Silent Reading / Deputy principal presentation in tutor rooms

Tuesday

Year group assembly

Wednesday

Wellbeing Wednesday

Thursday

Topical Thursday

Friday

Challenge Cup

Tutor Tasks- Daily

Notices

Uniform check

Registers

Behaviour report

Pastoral support

Other activities are used also, but this is our usual timetable for registration.

iPads



* What should you expect to find in there?

- Student bulletin – specific to Year 7
- CATalogue – teaching resources
- Subject specific apps
- Satchel One (Parents can log in and see your child’s homework)
- TEAMs (each class subject has a team)
- Bromcom (Attendance, behaviour, reports)

Attendance matters

At Cambourne Village College we expect our pupils to attend at least **96%** of the time.

This equates to no more than 8 days of absence across an academic year.

Attendance is one of the most important elements in what makes a successful pupil, and has a significant impact on pupils' further education and future employment choices.

Attendance matters

- **Illness**- If your child is sick, you must inform the school on each day of absence. The best way to do this is via email: thecollege@cambournevc.org or phone **01954 284000**. However, our phone lines are very busy in the mornings.
- **Illness in school** - Pupils who become unwell during the school day need to see the school first aider to be assessed. Pupils should **not** contact home directly and going home is **ONLY** via the school's decision.
- **Appointments** - Wherever possible, all non-emergency appointments should be made out of school hours. However, we understand this is not always possible and If this is the case please email the school with 48 hours' notice of the appointment day and time.

Attendance matters

- **Signing in and out** - All pupils arriving after or leaving for an appointment must sign in/out through the main reception and must be collected by a parent.
- **Planned Absence** - For any planned absences from school, other than medical appointments, a planned absence request form must be completed and returned to the Attendance Officer for approval **at least 2 weeks prior** to removal of the child from school.
- **Punctuality** – All pupils are expected in school before 8:30am ready for form registration at 8.35am. Pupils arriving after the gates close at 8:30am will be marked as late. Pupils arriving after 9:00am will be marked as an unauthorised late, unless there is a genuine reason.

Please help your child to attend school regularly and punctually.

Please help us by keeping your contact details up to date.

Absences

- * Phone switchboard.
- * Leave a message (daily).
- * Dentist/doctor/orthodontist appointments please let reception know. There is an online notification that can be sent.
- * Signing in and out (pupils **must** sign in/ out at the admin office e.g. if dentist appointment).
- * Illness – going home ONLY via school decision.
- * Punctuality is very important and is taken seriously by the tutor team. Please help your children to get here on time! In school by 8:30am.

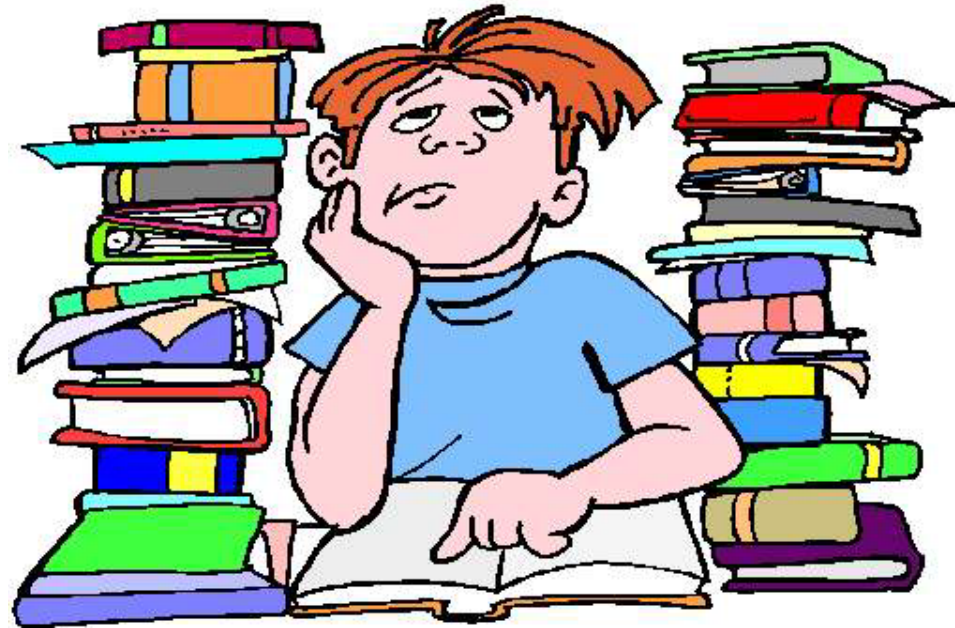
Mobile Phones



- * Not allowed out in school time from arrival to school to departure.
- * Call the school switchboard if you need to pass a message to your child.
- * Pupils should not be texting/ calling you during the day. Please discourage this.
- * Phones will be confiscated from students if they are seen. In the first instance, they can collect it at the end of the day. If this is repeated, we may ask you to come and collect it.

Homework routine

- * When will your child do his/her homework?
- * Provide a proper work environment.
- * Most important to start early & have a regular routine.
- * Library at school can be used.
- * Parents can view everything due on Satchel one.



Homework help

Homework Support

If your child forgets or fails to complete their homework, a homework support detention is usually issued after school the same day (3-4pm) to complete the homework. Support is given.

Parents are notified via text.

Some pupils may stay on a set day every week to improve organisation and ensure completion.

Homework help

If your child has a question about their homework, they can ask their teacher via email/satchel one/teams.

The library is also a place where many pupils choose to complete some homework. Open until 4pm.

Behaviour

- * Clear behaviour policy.
- * Behaviour support (detentions) held the next day during break and lunch.
- * All logs positive or otherwise are logged on Bromcom.
- * Parents only notified via phone/email when behaviour is serious.

RESPECT: YOURSELF



- Your health & wellbeing
- Your learning & aspirations
- Your uniform & presentation
- Your attendance & punctuality

RESPECT: COMMUNITY



- All staff
- Your peers
- Our local community

RESPECT: ENVIRONMENT



- Everyone's safety
- Our school facilities
- Our global environment

IN THE CLASSROOM

Teachers may use a range of strategies alongside this process, including:

- Low-key conversations
- A moment outside the classroom
- Support from Head of Department
- Change of seat / seating plan
- Conversation with home
- Support from Pastoral Teams

Level	Behaviour	Outcome for Student
1st Formal Warning	General lack of respect or Unhelpful impact on the classroom environment	1st Warning (YC) recorded on Bromcom (Teacher to log highest level only) Consequences for repeats: • 3 in a week = BS20 • 4 in a week = BS40 • 5 in a week = After-school Detention
2nd Formal Warning	Further instance(s) of disrespect or Continued classroom disruption	2nd Warning recorded on Bromcom (Teacher to log highest level only) BS40
Department Removal	Repeated disruption that has a continued and significant impact on the learning of others	Department Removal recorded on Bromcom (Teacher to log highest level only) 1 Hour After-school Detention
On-Call	Continued disruption in new classroom or Refusal to go to removal space or Abusive or dangerous behaviour	Removed to the ISR On-Call recorded on Bromcom (Logged by ISR staff) Loss of next Social Time (PS/6 students will leave school at 3:15pm)
Context and professional judgement is always applied		

Repeated instances will result in behaviour interventions and parent/carer meetings

RESPECT

Parents' Evening

- * Year 7 Parents' Consultation Evening - **Thursday 8th May 2-7pm**
- * Appointments booked online (email will follow).
- * Please book appointments quickly; they fill up very fast.
- * Prioritise the teachers you would like to see.

Reporting

- * As well as Parents' Evening there are other points of feedback this year-
- 1. End of Term 1 (Christmas) Behaviour and attitudinal report
- 2. End of Term 2 (Easter) Full Report
- 3. End of Term 3 (Summer) Full Report with tutor reports

Insert Name here

Insert tutor email address here

General year 7 enquires CAM-Year7@cambournevc.org

Questions welcome

For specific pupil enquiries, please make an appointment to discuss in more detail

When emailing/calling the school during term time, we are grateful for your patience and will respond within 2 working days.

Thank you for listening!

Parent feedback questionnaire

Transition from primary school to
CamVC 2024

