

Welcome to Cambourne Village College



The Year 7 Team

Head of Year – Mr Yousuf

Assistant Head of Year – Mr Balding

Pastoral Support Assistant – Ms Sterling Clarke

SLG Link – Ms Gildea

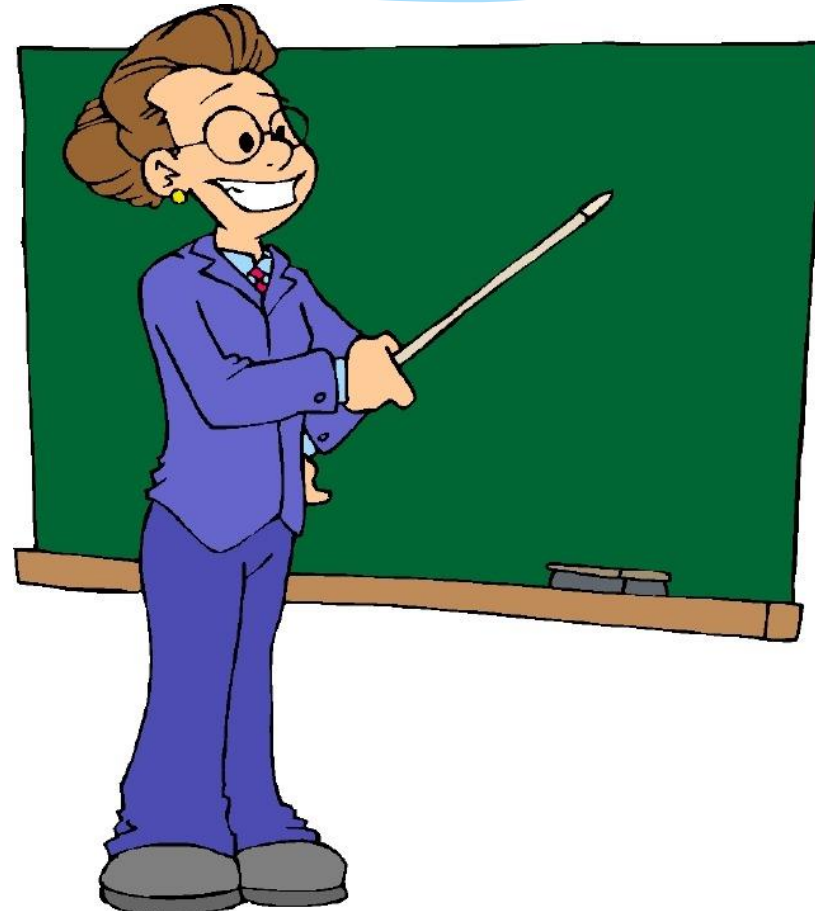
Pastoral Deputy Head – Mr Darling

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 briefing

Tuesday

Assembly

Wednesday

Wellbeing Wednesday

Thursday

Topical Thursday

Friday

Challenge Cup

Tutor Tasks- Daily

Notices

Uniform check

Registers

Behaviour report

Other activities may replace the above on any day except Monday.

iPads



- * What should you expect to find in there?
 - Student bulletin – specific to Year 7
 - CATalogue – teaching resources
 - Subject specific apps

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 nurse 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 by 8:30am ready for form registration at 8.35am. Pupils arriving after the gates close at 8:35am 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



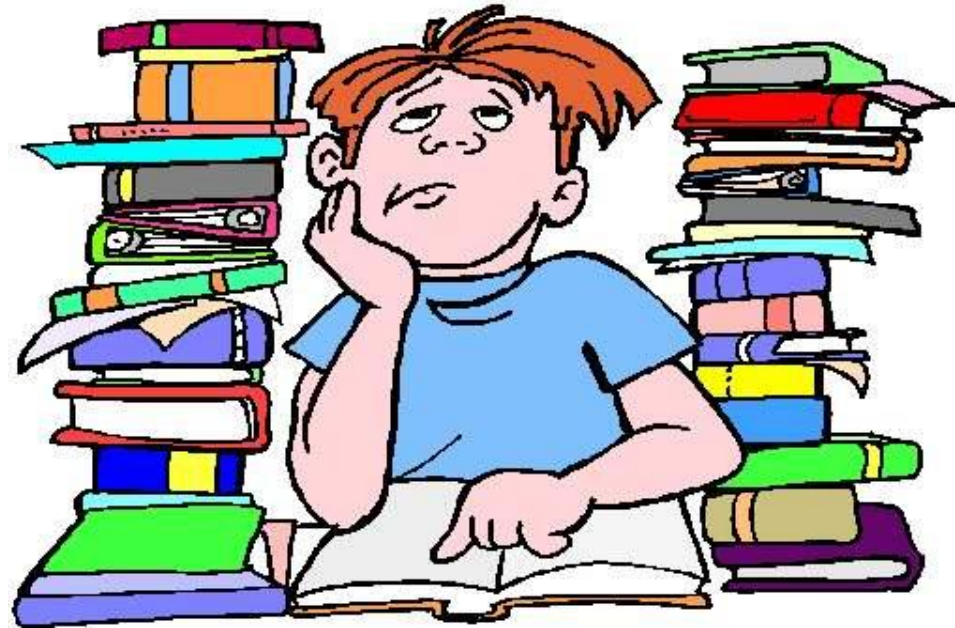
- * Not allowed out in school time from arrival to school to departure.
- * Call the school switchboard if you need to pass a message to your child.
- * Pupils should not be texting/ calling you during the day. Please discourage this.
- * Phones will be confiscated from students if they are seen.

School uniform

- * Name all clothing & footwear
- * Grey, white or black socks only
- * Plain black shoes
- * School branded trousers/shorts/skirts
- * Jewellery & makeup to a minimum. One small stud in ear. No facial piercings.
- * Extreme hair styles not permitted

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.
- * Homework club at school.



Homework help

Homework Support

If your child forgets or fails to complete their homework, a homework support detention is 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 Club

Voluntary homework club to complete homework with teacher assistance.

Open every day from 3-4pm

Behaviour

- * Yellow Card system.
- * Behaviour support (detentions) held the next day during break and lunch.
- * Parents notified via phone/email when behaviour is serious or via Go4Schools otherwise.

Parents' Evening

- * Year 7 Parents' Consultation Evening - **Thursday 2nd 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

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.

Transition process parent questionnaire

Transition from Primary School to
Cambourne Village College:
September 2023



<https://forms.office.com/e/GjebU12eyq>