



# **COTTENHAM VILLAGE COLLEGE**

**Our Family Handbook**

# The Key Questions

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All the information in this booklet (and more) can be found on our website in the Parental Information area:  
<https://www.astreacottenham.org/>

If you are viewing the PDF version of this document, you will be able to make use of the hyperlinks

Dear Families,

Welcome to Cottenham Village College. We are delighted you have chosen our College and believe you have made a fantastic decision which will have a positive impact on your child's future. At Cottenham Village College we aim to provide outstanding, personalised support for every student which meets both their pastoral and academic needs. This allows all students to achieve their full potential. At the heart of our work sits the belief that you aspire to succeed, we endeavour to achieve and produce our best so that we all flourish.

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*Be kind, work hard.*

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Here at Cottenham Village College we have an academic curriculum which challenges our students to flourish, acquire rich knowledge and understanding and develop an effective range of skills. Learning is at the heart of everything we do, and expectations of your child are high. We complement our academic curriculum with an extensive enrichment programme. From after school clubs to international trips, we give our students access to cultural literacy to enable them to fully participate in educated adult life.

Whilst we are focused on academic outcomes, Cottenham is small enough for us to know all our students as individuals. We take great pride in developing relationships between students, staff, and families, in order that we can ensure that success is desirable, demanded, and achievable. Our pastoral teams support our students and families with additional support when there are problems and 'Form Tutors' are the first port of call, much as class teachers during primary years, as form tutors have daily contact with their tutor groups each day in registration. In addition to form tutors, there is a wealth of support every child to have a happy and positive experience at school. Our SEN team also work to support children with additional learning needs and link in regularly with our families.

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*Excellence is a habit*

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We do operate a warm strict approach to discipline ensuring our students develop the habits that will be necessary to be successful independent adults. Expectations and standards of behaviour are high so that all our learning environments are always calm and purposeful, supporting staff to teach effectively and all students to learn and achieve well.

The move from primary school to a secondary is an exciting time but can also be daunting. We recognise this and understand that students need to feel reassured, happy, and safe during this transition period. This booklet aims to provide information which will help you through the transition process so there are no unexpected surprises.

If you have any questions between now and the start of term in September, please do not hesitate to contact us. We very much look forward to welcoming you to our College community.

With very best wishes,

Zoe Andrews  
Principal



## Who can I contact at the College?

One of the key questions we know all students and families will be thinking is who can they contact at Cottenham to ask for help or guidance? Whilst this booklet should address many key questions, there will always be more questions. If this is the case, please do not hesitate to contact us at [cvcyear7@astreacottenham.org](mailto:cvcyear7@astreacottenham.org)

### Who can my child speak to?

Your child's form tutor is usually the first contact if you have any queries, and they can support you in resolving your enquiry. You will have an opportunity to meet them early in the new term at our 'Meet the Tutor event', held in person on site.

For students at CVC, they should also speak to their form tutor if they have any queries or concerns. However, they can also seek support from the pastoral team who are non-teaching pastoral staff. All students will be shown where their office is located.

During breaks and lunches, CVC staff are out on duty to supervise social times. They are highly visible to students as they wear blue high vis jackets and students can approach any of them for help. Every member of staff at CVC is on hand to support all students - please do not hesitate to contact us.

### College Admin Team

We also have great admin staff who are available to assist with general information, and they can be contacted either on 01954 288 944 or emailed at [Reception@astreacottenham.org](mailto:Reception@astreacottenham.org). If you contact reception, you will be speaking with one of our team: Abigail Hall / Julie Messal / Claire Phipps.

Attendance Officer (absences)	Sally Bagwell	<a href="mailto:Attendance@astreacottenham.org">Attendance@astreacottenham.org</a>
Data Manager (Including changes to personal data)	Clare Lowen	<a href="mailto:Clare.lowen@astreacottenham.org">Clare.lowen@astreacottenham.org</a>

### Senior Leadership Team

Principal	Zoe Andrews
Vice Principal – Curriculum	Kath Goudie
Vice Principal – Pastoral	Clive Crisford
Vice Principal – Inclusion	Hanan McKeand
Assistant Principal – Assessment and Reporting	Amelia Parker
Assistant Principal – Behaviour and Culture	Patrick Winter
Assistant Principal – SEND provision	Judith Chipps

### Contacting your child/ren during the day

Our mobile phone policy is phones should be switched off and kept in bags, to ensure that children are making the most of their time with us as every minute matters. But we understand that there may be times where you need to contact your child during the day; we are here to help with that. Should you have an urgent message to communicate to your child, please contact the college Reception in the first instance on 01954 288944 and a message will be taken to your child. Depending upon the urgency of the situation, students could be called to come to Reception straight away, at the end of the lesson or during break/lunchtime.

## What does the current school day look like?

The college operates on a two-week timetable (Week A and Week B). Our typical day looks like this:

Time	Activity
08.30 - 08.40	Students to arrive – through dining room
08.40 – 09.10	Registration including morning welcome, leading to tutor time.
09.10 – 10.05	Period 1
10.05 – 11.00	Period 2
11.00 – 11.20	Break
11.20 – 12.15	Period 3
12.15 – 13.10	Period 4
13.10 – 13.50	Lunch
13.50 – 14.15	Read programme
14.10 – 15.10	Period 5
15.10 – 16.10	Extra-curricular clubs and detention

*Sometimes we change this to support guest speakers, or when we have special days like Conference Days.*

### Morning Welcome

To start the day in a positive, meaningful way, we greet all students on the playground and provide a brief, positive welcome message to start their day. This also means that students will easily find their way to their tutor group, from the outset, as their form tutors will be collecting the group from the playground, and walking with them to tutor time.

### Tutor Groups

Tutor time is an important aspect of the college day and contributes significantly to student well-being and achievement throughout their time at the school. Students are with their form tutors from 8.40am to 9.10am every morning, with one morning given to a year group assembly. During tutor time, and after the register has been taken, there is dedicated time for a specific activity to ensure that students are ready for learning.

For example, the weekly programme for year 7 is listed below:

Monday	Tuesday	Wednesday	Thursday	Friday
Assembly	Notices, equipment, and uniform support	PSHE focus	Be Kind Work Hard (our focus on positive behaviour)	Year 7 focus

Throughout the year students will focus on the following areas in their tutor times to support their transition to secondary school, as well as embed the key skills needed to flourish at the school.

Time	Key area of focus
Autumn 1	Building new friendships
Autumn 2	Embedding a successful transition to CVC
Spring 1	Making the most of the SHINE award
Spring 2	What tools make for a really successful time at CVC?
Summer 1	How can I take responsibility?
Summer 2	Reflecting and planning for year 8

## Where does my child keep their things during the day?

Some students like to make use of an individual locker during their time at the college.

If you would like your child to have the use of a locker, for the time they are at the school, you will be able to pay for the use of one via your ParentMail account. The hire charge is £10 per year which is non-refundable. If your child loses their key, there will be a cost of £8.00 to replace it.

There are a limited number of lockers available, allocated on a first-come, first-served basis. If your child is allocated a locker, this will be confirmed at the start of the academic year and your child's form tutor will distribute locker keys. If they have any trouble finding their locker or accessing it, the Admin Team are available to help.





## How can I support my child's attendance?

Encouraging regular school attendance is one of the most important ways you can prepare your child for success in school. Case studies have shown that higher attendance is likely to lead to higher levels of attainment.

### **We are striving for all students to be in all the time: 100% attendance**

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents and carers in resolving any difficulties as we are committed to improving attendance levels at school. We offer a large range of rewards for students who have good attendance.

If your child is unwell, please let the college know by 8.40am on each and every day they are unwell. You can do this from the following ways:

1. By emailing [attendance@astreacottenham.org](mailto:attendance@astreacottenham.org) with your child's full name, form, and reason for absence.
2. By using the My Child At School (MCAS) app. More information about this will follow once students are officially on roll at CVC.
3. By phoning the absence line on 01954 288944 (Option 1) and leaving a message. Please state your child's full name, their form, and the reason for the absence.

If your child has a medical or dental appointment, please let us know in advance by either of the above methods or by sending a note in advance. We ask for any appointment cards, letters or slips to be handed in to show as evidence of the appointment.

If your child is absent for an extended period of time, we will contact to see how we can help.

### Holidays or days off during school term-time

To benefit fully from the teaching, care, and guidance – and the many opportunities – provided each day at CVC, students must be regular and reliable attenders. Ensuring that your child attends every day is a key part of the home and school partnership. For advice and guidance, please visit:

[CVC homepage → Parents → Attendance](#)

At this page you will also find the necessary link to apply for leave of absence. If you would like any support in completing this paperwork, please do not hesitate to contact the attendance team.

Our attendance team are very keen to work with all families to ensure that students are able to make the most of the time available at CVC. If you would like to discuss how we can help support ensuring your child is in school, please do contact the team at

[attendance@astreacottenham.org](mailto:attendance@astreacottenham.org)



## How can I support my child's learning in the classroom?

Our emphasis is on working in partnership with parents and carers and the young person themselves, to meet the individual needs of students. Our specialist staff, including teachers and teaching assistants, ensure that the curriculum we provide is both challenging and accessible to our students.

Each lesson at the college aims to meet the needs of all students by providing them with an accessible and appropriate curriculum using quality first teaching methods.

If you would like to see what your child will be learning at school, please do visit the following link:

[CVC Homepage → Students → Year 7](#)

Please find below the curriculum for students in the core subjects of English, Maths, and Science:

### English:

Autumn	What can we learn from the foundations of literature? This unit for Year 7 introduces students to the foundations of storytelling and literature, focusing on ancient myths and epic tales from various cultures
Spring	The evolution of English Literature How do narrative structure, archetypes, themes and language form the roots of all literature.
Summer	What can we learn from 'Much Ado About Nothing'? What are the key features of a Shakespearean Comedy? How are comedy, power, and rhetoric used by Shakespeare. Students will then put this into action with their own persuasive writing.

### Maths

Autumn	Addition / Subtraction Multiplication / Division Order of Operations Properties of Integers / FDP
Spring	Directed number / Introduction to Algebra / 2D and 3D Shape Angles
Summer	Ratio and Proportion / Probability / Measure, Perimeter and Area Graphs and Lines

### Science

Autumn	Working like a Scientist Introduction to cells Chemical Properties and Materials Forces.
Spring	Life cycles, Growth and Human Reproduction Elements and Compounds Sound and Light
Summer	Plant Reproduction Substances and Mixtures Earth and Space



## How do I find out how my child is getting on in their subjects?

We run our subject Progress Evenings as an online event, held via video appointment. We run 5-minute appointments using SchoolCloud, where you can choose your own appointment times with teachers, and you will receive an email confirming the timings with each teacher that you have made. A short guide on how to book appointments will be sent to you before every progress evening.



### Does my child stay in the same teaching group all year?

There is much more student movement in secondary school. For example, a child may change maths groups based on recent maths work which means they might be able to make more meaningful progress in a different group. In most year groups this change is a dynamic process at the direction of the head of department. However, in year 7, there will be a change of teaching groups once our teaching team have been able to assess the students in the first half term. This will enable the students to be appropriate groups to help support their learning.

### Does my child stay in the same tutor group all year?

Students often remain in their tutor groups, although this may change at the discretion of the Head of Year. Students often work with the same tutor throughout the year, and all tutor groups are subject to change at the end of the academic year in light of staffing changes and ensuring the best provision for all tutor groups in the following academic year.

## Will my child be set homework?

At Cottenham Village College we think homework should be set regularly to consolidate, extend, or enhance the curriculum in each subject area. Homework tasks for Year 7 are designed to take 30 minutes. Specific subject-related tasks are supported by the expectation that students should review their classwork and to read for 30 minutes.

In the first weeks of the new September term, year 7 students are not set homework as we want to support their transition to secondary school. They will then be set work in core subjects of English, Maths, and Science. We will build their engagement with homework until they are set homework in all subjects by the end of the first half term. Details of this will be sent in September to support their transition.

Where some students struggle with homework, we offer an after-school homework club where students will have access to ICT resources, and a member of staff where they can ask for guidance. Students who wish to access this support can catch the late bus.

To support students to manage their own homework we use a simple, clear online platform called 'Bromcom'. This allows students and parents to access the homework set every day, the details of the task set and when it must be handed in. This allows parents and students access to the same information about homework tasks and avoids any confusion about what is set, when it must be handed in and how much time should be spent on it. It also supports parents and students to monitor what homework is being set and avoids students spending too much time on individual homework tasks. At the start of the academic year parents/carers receive a letter explaining how Bromcom works with a passcode to allow parents to access their child's homework on a computer or on a mobile phone.

## What if my child is set too much homework?

If students ever find themselves in a situation where a task will take them significantly longer than the intended time, students should stop when they have completed 30 minutes, even if they do not quite manage to complete a task. Communication between school and home is vital to support students to make the best of these opportunities to develop their knowledge and understanding at home.

## How can I support my child's PE and sport?

During their PE lessons, students engage in a variety of games: different invasion, net / wall games and performance activities including rugby, badminton, dance and cricket.

It is compulsory to wear the college PE kit, and the following safety equipment is strongly advised:

- Shin pads for football and hockey
- Mouth guard for rugby and hockey
- Training: Shoes for indoor and outdoor use (no pumps and plimsolls).

Please note that the behaviour policy will be used if students have forgotten kit and/or safety equipment.



We run a variety of after-school clubs, including rugby, basketball, netball and football and will play other schools in the district in these sports, we also offer activities such as dance, badminton, fitness, and tennis, where these tend to be more recreational.

We are linked to Cottenham Sports Centre, and they have opportunities for students to join and take part in other clubs after school hours.

Sports fixtures are usually on Wednesdays; tournaments are on Tuesdays and Thursdays. A separate fixtures calendar will be available on the college website, in the weekly bulletin, and on the sports hall noticeboard.

From Year 9 we run a Sports Leaders Award as an option for any students, they can then take further by joining the Leadership Academy.

If your child competes out of college at a high level, please let their PE Teacher know.



## What resources are available to support my child: The Library

The library is a very important part of the school and widely used by all year groups.



Students and staff have access to an excellent selection of books which are both fiction, including classics and contemporary fiction, and non-fiction, scholastic texts to assist with college studies. Reading for pleasure is widely encouraged across the college and recommended 'Young Teen' and 'Young Adult' books are purchased and updated regularly for students to borrow. Students are also encouraged to make use of other types of resources including computers and magazines.

The library is open all day and there is a librarian to assist with studies, homework, and research. Students are free to browse and use the facilities for educative purposes during break and lunchtime, or within lessons with their teachers as a class-based activity. There are also computers available within the library which students can use to complete their homework.

The library offers regular cultural activities to supplement the curriculum and to assist with information literacy. Some of these have included visiting writers, a book fair, 'World Book Day' events, Read-a-thons, and writing competitions.

Students and their parents are very welcome to visit and ask for a tour of the library.

## What if my child might need specific SEND support?

Some students will require additional support in lessons and work will be matched to the students' abilities and aptitudes. The SEND team have created a family handbook which addresses processes for support of students, and this information can be found here:

[SEND-Parent-Handbook](#)

Most important to our approach to additional support is meaningful and positive dialogue with families.

A copy of our policy on special educational needs is available on the school website.

[CVC Homepage → About Us → Policies → SEN Policy](#)





## How can my child engage in school life beyond the classroom?

### Student Leadership

We place much importance on student leadership as it is vital that our student voice is strong. The Student Council are formed at the start of each academic year consisting of six members of each year group. They meet each half term to raise issues and make suggestions and plans to improve the college. In Year 10, students can nominate themselves for one of our positions of 'Head Students', these students write a letter of application, are interviewed by the Principal and Senior Leaders, and then are involved in regular meetings throughout the school year to ensure student voice is heard in regard to positive changes in school.

In addition to the Student Council, many subjects also have student ambassadors who provide key support to the different faculties. Furthermore, there are also many students who contribute to student voice focus groups throughout the year as well as forming student panels for interviews.

We have a number of students in the school who have completed the Diana Award's Anti Bullying Programme. The programme has a strong peer-to-peer focus, with trainers giving young people the skills and confidence to become Anti-Bullying Ambassadors and tackle bullying behaviour whether in their schools or in their lives outside of school. The Diana Award's anti-bullying work is recognised as world-class thanks to this sustainable approach.

### After-School Clubs

There are a variety of other after-school clubs at CVC, and these can change on a termly basis. Your child's form tutor will discuss this on a regular basis with their tutor group, and we will also send details out to parents/carers in a weekly bulletin.

As well as sports' clubs, there are music clubs to encourage musical talents, with opportunities for students to become members of the choir, string, orchestra, woodwind, jazz, and brass groups. We also offer different subject and non-subject clubs such as Maths club and Philosophy club. Clubs will finish at 4.05pm.

Families and students need to be mindful that they are responsible for making their own way home after clubs finish.





## Music Instrumental Lessons

We offer a variety of instrumental tuition at the college. Instruments include voice, piano, flute, saxophone, clarinet, drums, guitar, and bass guitar. Lessons are arranged by Mr Gimson, Head of Music, and take place during the college day on a rotation basis.

All students, beyond a beginner's level are expected to perform in at least one ensemble activity in college, to develop their performance skills with other musicians. Ensemble activities include choir, acapella groups, music factory for rock bands and orchestra.

## School Trips

We have a long track record of providing a wide range of educational visits for students across Years 7 to 11. Indeed, past and present students, parents and staff often reminisce about the impact of visits on their educational experience and the way they have positively shaped the mindset and indeed subject and career choices of our young people over the years.

The visits are a mixture of local, national and international experiences, and include both day visits and residential. We believe visits form an important part of each student's education, enabling them to experience something new, and hence we would encourage them all to undertake a trip at least every key stage of their learning journey. Through experience we have found that students benefit from these activities in a number of ways, particularly on residential visits and involving outdoor activities. These benefits include helping to build self-esteem, confidence and independence, as well as learning to co-operate and work well in a group. Also, through the activities that they choose, students will receive hands-on learning and learn to manage risk.

Across the year groups, most departments offer opportunities, not just those above, but also for dance, drama, music, English, food technology and design, maths, textiles, STEM, and university experiences. Some of these include occasional free visits and activities outside or inside school for a few lessons during the school day, for example collecting geography fieldwork data in Cambridge, visiting a local place of worship in RE, and food technology demonstrations. Students may also be offered additional opportunities that arise, for example theatre and dance productions where we are able to secure tickets. Sometimes sporting events are offered (for example Wimbledon tennis tickets, golf, and cycling).

Some trips are voluntary to enhance student learning both in and outside of the classroom. Trips and visits are paid for via your child's ParentMail account.

## Duke of Edinburgh Scheme



In year 9, all students are invited to take part in our Duke of Edinburgh scheme. This is an exciting way for students to develop and grow.

The success of the award is based on a partnership between adults and young people. For adults, the scheme provides an opportunity to share their skills and experience with young people. This can lead to better understanding between the young and the not-so-young and strengthen co-operation within the community.

## How will my child's behaviour be supported?

### How do I find out about my child's behaviour at school?

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser and an app. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes. Details to support setting this up will be shared shortly.

To supplement the behaviour and attendance management information system that we use (MCAS), we also provide a central place for all communication and payments from the school.



# ParentMail

Once your child has joined CVC in the summer, we will send you all guidance documents to support setting up these important accounts.

### Positive behaviour

Students are reminded regularly that we pride ourselves on being kind and working hard. If students work to these essential values, they will thrive at the College.

In practice, we see excellent behaviour at CVC when students demonstrate that they can:

- Arrive at college and all lessons on time
- Wear full college uniform and look smart at all times
- Have the correct equipment for all lessons
- Move around the site quietly, sensibly and with purpose
- Refrain from conflict or physical contact with others
- Be kind, polite and treat others with respect
- Work hard and remain focused on the task in all lessons
- Listen to and always follow all instructions from all staff
- Take responsibility for their own actions
- Take care of the buildings and resources
- Behave appropriately on the way to and from college
- Be ambassadors for CVC on college trips and when in the community
- Make a significant contribution to the life of the college and their local community
- Complete all homework tasks on time and to the best of their ability



Students should expect to be rewarded for demonstrating excellent behaviour. At the College we reward through a range of mechanisms. Staff reward for a range of behaviours in the classroom as listed above.

Some things we feel deserve greater praise! Our half termly rewards assemblies focus on celebrating student achievements both in and out of the classroom. We also celebrate the students through Rewards Events, such as our work with the local fire brigade, our year 7 rewards trip to Cambridge for films and bowling, LaserTag, trampolining, rewards trip to Alton Towers, and finally our year 11s celebration day and Prom.

The full Behaviour Policy can be found on our website.



## House System

Students are placed in one of four houses and take part in a wide range of inter-house competitions across all faculties. Houses are largely student led, and all students are encouraged to take on leadership roles or positions of responsibility during their time at the school. Our house names were chosen by members of the school community and represent individuals from different walks of life and with varying areas of expertise who all demonstrated the values that SHINE embodies.

# Bronte

Charlotte Bronte (21 April 1816 – 31 March 1855) was an English novelist and poet who left behind a rich legacy of written work which includes classic novels such as 'Jane Eyre', 'Shirley' and 'Villette'. A dominant and ambitious woman from a young age, she was someone who refused to blindly follow the norms that society demanded of women during her time. She was a fiercely independent woman who introduced to the literary world a new kind of heroine who defied age-old societal expectations to emerge as a courageous and virtuous individual in her own right.

# Hargreaves

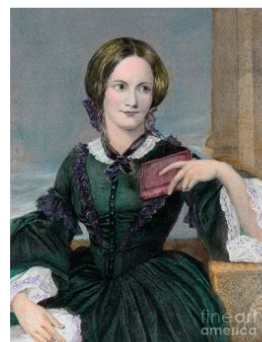
Alison Hargreaves (17 February 1962 – 13 August 1995) was an English mountain climber from Derbyshire. Her accomplishments included scaling Mount Everest alone without supplementary oxygen in 1995. She soloed all the great north faces of the Alps in a single season. Hargreaves also climbed 6,813 metre (22,349 ft) Ama Dablam in Nepal. In 1995 Alison Hargreaves intended to climb the three highest mountains in the world: Mount Everest, K2 and Kangchenjunga unaided. On 13 August, she was killed while descending from the summit of K2.

# Sanger

Frederick Sanger, OM, CH, CBE, FRS, FAA (13 August 1918 – 19 November 2013) was a British biochemist who won the Nobel Prize for Chemistry twice (1958, 1980) "for his work on the structure of proteins, especially that of insulin". Sanger set out to determine the structure of insulin, a hormone crucial to regulating our blood sugar levels. Many of the disease treatments currently being developed for diseases, such as Alzheimer's disease, cancer and cystic fibrosis would not be possible without Sanger's work.

# Turing

Alan Turing, OBE, FRS (23 June 1912 – 7 June 1954) was a pioneering computer scientist, mathematician, logician and cryptanalyst. He was highly influential in the development of computer science. During the Second World War, Turing played a pivotal role in cracking intercepted coded messages that enabled the Allies to defeat the Nazis in many crucial engagements. It has been estimated that this work shortened the war in Europe by as many as two to four years.



## How can we work together to prevent bullying?

Bullying damages children's and young people's physical and mental health, including their self-confidence and ability to build and sustain relationships. It can also destroy self-esteem sometimes with devastating consequences and with the effects lasting into adult life. Bullying undermines the ability to concentrate and learn and can impact on children's and young people's chances of achieving their full potential at school and later in life. Bullying causes harm to those who bully, those who are bullied and those who observe bullying. This school believes that all children and young people have the right to learn and work in an environment where they feel safe and that is free from harassment and bullying.

We treat bullying seriously at the school and have, for many years, worked hard to reduce the instances of bullying, including cyberbullying. The school aims to create a climate and school environment in which everyone agrees that bullying is unacceptable and is committed to tackling it in order to improve outcomes for children and young people. We hold regular assemblies on anti-bullying along with tutor, subject and PSHE work, and we have a clear anti-bullying policy which can be found on the Academy website.

## What should I do if my child is being bullied?

**The most important thing is to try and prevent the bullying from happening.**

### Offer these tips:

- Encourage them to tell an adult they trust and to talk to them about the situation. All research shows that adults nearly always need to be involved in stopping bullying.
- Avoid the people doing the bullying as far as possible
- Stay with a group of friends whenever possible

When faced directly with bullying, we know that aggression and physical retaliation are likely to make the situation worse.

We offer the following advice to students in our PSHE programme:

- Try not to stay quiet about it
- Write about it in the form of a letter, poem or story and give it to someone to read.
- Ring a helpline
- Stay calm and try not to show you are scared when you confront the bully
- Keep eye contact without staring
- Call for help-shout it out
- Use the 'and' method. Whatever the bully says about you respond with 'and'
- Start assertiveness or self-defence classes
- Try and find new ways of making new friends
- Don't blame yourself. Bullying is a violation of your human rights.



## What should I say to my child if they think someone else is being bullied?

We take bullying seriously, and we want all students to be active in supporting this. We remind students on a daily basis to be kind and work hard. If your child thinks someone is being bullied, the kindest thing is to share this with an adult. This might be yourself – and you can let us know. Or your child can let any adult in school know.

***You can also email [cvctellus@astreacottenham.org](mailto:cvctellus@astreacottenham.org) and someone from the safeguarding team will help you.***

## Getting help if you feel worried or anxious

Please try not to worry if you usually get help and support in school (or feel like you need some extra support now). During any times we are closed you can pick from this list of services if you need to talk to someone. If you work with a Young People's Worker, Centre 33 or the Young Carers you can contact them directly on the numbers they have given you.

During normal term times, in addition to the contacts below, please speak to your form tutor, Head of Year or Student Support Assistant if you feel you need help. We are committed to working in close partnership with students, parents and outside agencies.

**You can also email [cvctellus@astreacottenham.org](mailto:cvctellus@astreacottenham.org) and someone from the safeguarding team will help you.**

We value the support and help provided by the large number of local and national support agencies that exist. They can be called upon to offer addition guidance on key topics. Outlined below are a selection of websites designed for young people and their parents/carers.

Service	Information/Support Offered	Contact details
CAMHS Live	Support with feelings of Depression, Anxiety, Self-harming, Suicidal thoughts, Stressed	<a href="http://www.nhft.nhs.uk/camhslive">www.nhft.nhs.uk/camhslive</a>
Young Minds	Website resources and Crisis Messenger	<a href="https://youngminds.org.uk/">https://youngminds.org.uk/</a> Text YM to 85258
Childline	Online, on the phone help about all areas of concern. Web site is full of useful information	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
VOICE	victim of theft, robbery, attacks, abuse, violence, harassment, or stalking?	0300 3031965
CIRV	In a Gang and want out? Know someone else who needs help getting out of gang related activity?	Call 24/7 on 07539183975
CASUS	Need help with Drug & Alcohol abuse? CASUS is an early intervention drug and alcohol service for young people aged 10-18.	01480 445316 <a href="mailto:Casus@cpft.nhs.uk">Casus@cpft.nhs.uk</a>
STEM	Supporting teenage mental health	<a href="http://www.stem4.org.uk">www.stem4.org.uk</a>
NHS	For your mind, for your body – support for all areas	<a href="http://www.nhs.uk">www.nhs.uk</a>
NSPCC	National Society for the Protection of Children	0808 800 5000 (free)
Mental Health Foundation	Support material	<a href="https://www.mentalhealth.org.uk/">https://www.mentalhealth.org.uk/</a>
Samaritans	Support for people in crisis	08457 909090
School Nursing	Chat Service	07480 635443
Kooth	Free safe and online support for young people	<a href="http://Kooth.com">Kooth.com</a>
CHUMS	Mental health and emotional wellbeing to support children	<a href="http://Chums.uk.com">Chums.uk.com</a> 0330 0581 659

## Clear Sanctions

Every child and staff member in our college deserves to feel safe, happy, and able to enjoy their time in college. We will reward positive behaviour and will look to change the behaviour of students who might disrupt the learning of others. Equally, behaviour that might cause offence or harm to another person will be considered as a serious breach of our behaviour policy.

Teachers will implement a range of behaviour strategies to ensure a positive learning environment. Any child who chooses not to meet our expectations will be issued with a sanction. However, if a child is not following expectations:

- They will be issued a verbal warning to help them see how to change their behaviour
- If they don't follow this instruction, they will be issued a same-day detention
- If the inappropriate behaviour continues, the student will be removed from the classroom and will work in our Reset Base for the remainder of the period. The member of staff will contact home to discuss the removal from the lesson.

## Mobile Phones/Electronic Devices



At Cottenham, we pride ourselves on disruption free learning in lessons. To eliminate distractions in lessons, we ask that students are not distracted through using their own electronic devices. We ask that all mobile phones are switched off and remain in the student's bag during the school day. Alternatively, if phones are not needed, we recommend that they are left at home as phones in school are brought at the owners' risk.

Any student whose phone rings out or is seen out of a bag will have their phone confiscated by a member of staff and the mobile will then

be held securely until the parent/carer can come into the school to collect it. We will of course contact you if this does happen. Please note that this policy extends across the school grounds and includes the time prior to leaving the site at the end of the day.

Other electronic devices may only be used in lessons if this supports the educational learning objectives of the lesson and with direct permission from the teacher (e.g., Chromebooks/laptops).

## Detentions

We use a simple system of next day lunch time detentions. This ensures students have the opportunity to consider and correct their behaviour. Parents / carers are notified that their child is in detention via the My Child at School app, and via email afterschool: this offers time to change end of day arrangements if necessary. Where students are finding it particularly difficult to meet expectations, we work more closely with students and their families to ensure they have every opportunity to succeed and conform to our expectations.



## What uniform and equipment does my child need?

We want students to develop a sense of appropriate dress, and we expect all students to wear the school uniform. The school has a clear uniform policy, and we do expect students to adhere to the policy. Please pay particular attention to the rules for shoes; we know these can be a costly item to replace if they fall outside the school rules. They may also be required to have specialist clothing for some lessons.

[CVC Homepage](#) → [About Us](#) → [Uniform](#)

### Our compulsory branded items – all supplied through SWI

- A CVC blazer
- A CVC tie
- A CVC PE T-shirt
- A CVC navy blue  $\frac{3}{4}$  zip training top

### Other compulsory uniform items (non-branded)

- White long or short-sleeved shirt, with formal, stiff collar and fastened button
- Charcoal grey school trousers [\(more details on acceptable styles in the policy\)](#)
- Plain black socks or plain black tights (no logos permitted)
- Black leather / leather look school shoes (more information below)

- Navy blue PE leggings or tracksuit bottoms (plain – no logos)
- Navy blue PE football socks – (plain no logo)
- Training shoes suitable for PE indoor use and second pair for PE outdoor use. Acceptable footwear options for our 3G Pitch are:
  - Boots with moulded studs – not blades
  - Boots with plastic/screw in studs of less than 15mm



### Additional branded uniform items (optional not compulsory):

- A navy-blue V-neck jumper with College logo (supplied by SWI).
- The **only** skirt that students can wear at school are the blue tartan pleated school skirts purchased from SWI (i.e. no grey or black skirts of any material type)\*. Skirts should be no shorter than knee length, no longer than mid-calf/shin and should not be fitted.

\* If students do not want to wear the blue tartan pleated skirt, then they should wear either charcoal grey trousers or grey tailored knee-length shorts.

- CVC PE Rugby Shirt
- CVC PE Navy blue base layer

### Additional non-branded uniform items:

- Charcoal grey tailored knee-length shorts
- Where students wear a coat to school over their uniform, they should wear a plain coat with no logos or brands

### Guidance on shoes:

- Plain, black, polishable shoes with no visible branding (trainers, pumps, canvas shoes, boots, 'Nike Air Force Ones', and blacked out trainers are not permitted). Students, where they choose to wear a heel, should wear one with more than 2cm in height.



### What jewellery and make up can my child choose to wear?

- The only item is 1 set of stud earrings worn in the ear lobe
- This means students should not wear rings, necklaces, or bracelets for example
- Students are allowed to wear a watch – however smart watches should not be worn

### School Equipment

The essential equipment that all students need to have:

Students will be provided with an A4 whiteboard and carry case. They will be expected to have this with them at all times. This carry case will provide students with space to keep their pencil case to ease the start of lessons.

Students are responsible for bringing a pencil case containing:

- At least 2x blue/black pens
- 1x green pen
- A pencil
- A rubber
- A pencil sharpener
- At least 2 highlighters
- A maths set (This must include a protractor, a set square, a 30 cm ruler, and a pair of compasses)
- A glue stick
- At least 2 different colour highlighters
- A scientific calculator

All students must carry a **plain blue or black school bag** (no logos or visible brands) large enough to carry an A4 folder; handbags are not permitted. Students may choose to purchase a school bag through SWI with the College logo (£16).

To support all students having access to this equipment, a stationery shop is run in the library at break and lunch times. Also, students with a certain number of Shine points will be able to swap these for items of equipment.

Please note, on the days that your child will be taking part in Food and Nutrition practical lessons, they will require a named apron, a named tea-towel, and a labelled plastic container in which to take food home. Aprons and tea towels will need to be washed ready for the next cooking lesson. Please note that students with longer hair may benefit from having a hair tie for Art, and PE lessons.

### Can my child just wear PE uniform?

Students are able to wear PE uniform to school on their core PE days. This ensures that students make the most of their learning time in PE, and they do not need to change in the changing rooms. On days when students do not have PE, they are expected to wear their normal school uniform to school.

### What do I do if my child needs help or support in obtaining uniform or school Equipment?

We understand that every family's circumstances are different, and we are committed to supporting all our students so they can thrive at school. If your child is eligible for Pupil Premium funding, or if your family is currently experiencing financial difficulties, please don't hesitate to reach out to us. We are here to help and can offer support with essential items such as school uniform, stationery, and other equipment needed for learning.

## How does my child get food at school?

We have a full catering service that provides hot and cold food during break and lunchtime. All meals are made using fresh ingredients, sourced from local suppliers, and prepared on-site in our professionally managed kitchen. The menu changes daily, with themed days and fun promotions. If students prefer, they can bring their own food to school where there are flexible eating areas to make use of. The school operates a Cashless Catering system to avoid money having to be taken each day. Cash will not be accepted at the till points and accounts must be credited in advance.

Menus can be found on our website:

[CVC Homepage → Parents → Eating at the College](#)

## How do we pay for food at school: IRIS ParentMail

ParentMail is a system we use for parents to make payments to school for things like trips, lunch money and events at the school. ParentMail is set up using the email address and mobile number provided by you on the admissions form. You can access IRIS ParentMail either online or by downloading the app.

## Free School Meals

Children from households with lower incomes may be entitled to Free School Meals. Further information on eligibility and an application form can be found by the link on our website.

[CVC Homepage → Parents → Eating at the College → Free School Meals](#)

Alternatively ask your child to collect a paper copy from Reception or contact the Education Welfare Benefits Service on **01223 703200** or email [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk).





## Frequently asked questions about catering?

### **What is the Cashless Catering System?**

The College is a cash free site. The Cashless Catering System recognises payments made into your child's ParentMail account and works alongside software to recognise each student by their fingerprint or name.

### **How will my child be recognised by the system?**

Each student will have their fingerprint scanned on the transition days unless you have contacted the Admin Team explaining that you do not give consent [reception@astreacottenham.org](mailto:reception@astreacottenham.org). Formal consent is obtained via your Admission Form. The cashless system uses the fingerprint record to create a login pattern to identify students; the actual image is then discarded. We do not store the image of the fingerprint, only the code that is created to identify each student. No part of this process can be used by any other external organisations for any other purpose.

### **How will my child obtain a school meal?**

Your child simply takes the items they wish to purchase to the tills and places their finger on the scanner; a display will then show the server the student's name, class and current cash balance held within the system. If a student does not have their fingerprint scanned, they will still be able to purchase items by stating their full name. If the student does not have sufficient balance remaining for these items, they will let them know rather than allowing a debt to build up. The selected food/drink items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will be shown on the display. Please ensure account balances are always in credit.

### **What if my child is entitled to a Free School Meal?**

Your child's balance will be automatically credited daily with £2.35. The purchase process works exactly the same for all students whether they pay or they are entitled to a Free School Meal. At the point of purchase the till system will automatically notify the catering staff to Free School Meal accounts so students will not need to declare this. If you would like to restrict the use of the free school meal entitlement to a lunch-time meal only, please contact the Admin Team [reception@astreacottenham.org](mailto:reception@astreacottenham.org).

Each student has their own account on ParentMail and any credit you might wish to apply for additional purchases can be made but accounts must be credited in advance.

Please note that any underspent or missed meal will not be carried forward to the next day.

### **How is money entered onto our child's account?**

The school uses ParentMail as the payment portal.

- a) You will be able to register for this service before your child starts school, so that you can login and set up your ParentMail account either on-line or using the app.
- b) You can access your ParentMail account through the school website [www.astreacottenham.org](http://www.astreacottenham.org) and selecting the **Payments** link (situated along the top of the page).

### **If we pay for a set number of school meals, can this all be spent in one day?**

No, a daily spend limit of £4.50 will be set for all students and no items exceeding this limit can be bought. However, on request, an individual student's limit (higher or lower) can be altered, this can be to include lunch and break-time snacks. Any requests should be emailed to [Reception@astreacottenham.org](mailto:Reception@astreacottenham.org) or by phone on 01954 288944.

### **How do I top up my child/ren's account online?**

To top up your child's account online, go to our website [www.astreacottenham.org](http://www.astreacottenham.org) and select the Payments icon (at the top of the page – maroon strip).

**What if my child does not hold a sufficient cash balance to pay for their school dinner?**

No student is refused a school lunch. However, if your child knows they are overdrawn they will be provided with a pink slip to allow them to purchase food at lunchtime (not at breaktime), parents/carers will be informed. The college will allow the student to borrow money for one day. However, we then expect you to repay the money borrowed by re-crediting the system online before the next day. If your child's account is overdrawn, you will be contacted by the college.

**How will we be able to check what our child's current balance is held on the system at any time?**

- a) Online, via the 'Student/Parent Payments' link on our website. You can login to your ParentMail account at any time and see the fund balance by selecting Shop in the overview section.
- b) Your child can view the remaining balance at the till, with or without making a payment as they use their fingerprint at the till to display the balance.

**Will my child have problems in using this system?**

Some students may find it difficult to control their accounts for the first couple of weeks but, because of a daily spend limit, most learn this important life skill very quickly.

**What do we do if we forget the password of our ParentMail account?**

On the login screen enter your email address and select forgotten your password link.

**What is meant by 'dietary control'?**

Should the student have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular student, by automatically locking out relevant buttons on the till point.

**How do I tell you about my child's allergies?**

Aspen's allergen policy can be found under the 'Eating at the College' section of the College's website. Should you child have an allergy, please inform the school as soon as possible. You must complete a Special Diets/Allergy Form (available from the Admin Team) and return this to the school, providing a medical support for food allergies. Where necessary please contact the school to discuss any specific requirements relating to your child's allergy. Once an allergy form is in place, please update the school of any changes.

**Can my child bring peanuts onto site?**

As a school, we have no dishes on the menu that contain nuts but some of our products we use come from factories that have other nut products within them and therefore a few items have "may contain" on the allergen sheet. However, due to allergies amongst students and staff, we ask that parents do not pack peanuts into pack lunches. Thank you for your support in this.

## How does my child get to and from CVC?

Most of our students either walk to school, are dropped off by family, or take the bus to school. School buses arrive between 8:20am and 8:35am. There are two bus collections at the end of the school day, at 3:20pm and at 4:20pm.

School buses and taxis are organised by Education Transport at Cambridgeshire County Council. Their contact number is **0345 045 5208**.

Applications for Cambridgeshire County Council bus passes can be made at <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-transport> or alternatively please go on the school website for the link to the application for a bus pass.

[CVC Homepage](#) → [Parents](#) → [Transport](#)

Please note that your child **must** carry their bus pass at all times. Bus drivers do not necessarily check every morning and afternoon but will do “spot checks”. If your child doesn’t have their bus pass on them, then the bus driver has the authority to refuse travel on the bus, and it would be your responsibility to get them to and from school at that time.

## Punctuality

Students must ensure that they are on time to college each morning and should arrive at school by 8.40am, ready to begin their morning. Students must be punctual to all lessons during the day. If students arrive to college **after** 8.50am, they must sign in at reception. Students will be marked as late on the register and the reason given entered along with their time of arrival.



## What happens if my child is ill at school?

We have a first aid room for dealing with illness, or any minor accidents/injuries that occur whilst your child is in school. It is located in the main admin block. Our aim as a first aid team is to keep in contact with families to best support a child where they are feeling unwell.



Please be advised of the college policy if your child is suffering from symptoms of diarrhoea and/or vomiting. Children suffering from either or both of these symptoms must remain absent from college for a full 48 hours after the last episode of the illness, this is to prevent the spreading of the virus to other children/staff.

### Prescription medication

If your child has prescription medication and needs to take whilst at college, please contact the Assistant Head of Year. They will be able to pass this onto our First Aid team. To support this process please ensure the medication is in the original packaging, clearly marked with your child's name, dosage, when it should be taken with a completed It should be handed in first thing in the morning and not carried around during the day. We have a locked medicine cabinet and would welcome parents to send in such things as spare inhalers, alternative pain medication etc.

### If your child becomes ill during the day

If your child becomes ill during the college day, they should ask to let their class teacher know who will contact the first aider who will then go to that student; we may then contact you to arrange for your child to be picked up from school by a suitable adult.

## What happens with my data?

### Personal Information

We use Bromcom to hold all the information on each student. Any personal information that you give us will be held in line with GDPR guidelines and the Data Protection Act. Please ensure that if any of your contact details change (e.g. mobile phone number, email addresses, work number etc.) you inform us in writing immediately. It is vital that your details are accurate, and we are able to contact you at all times.

### Data Handling

Certain data will be held on our systems to enable accurate operation. This will include your child's name, form group, photo, account balance and meal entitlement. The Academy is the data controller, and data will be handled under the guidelines of the Data Protection Act and only used by third parties directly involved with the implementation of the data system, as data holders. A copy of our data protection policy can be found on the CVC website.

[CVC Homepage](#) → [About us](#) → [Policies](#) → [Data Protection](#)





We are very much looking forward to working with your child and you. Should you have any other questions please do not hesitate to contact us.

