

COTTENHAM



FAMILY HANDBOOK

2026





MESSAGE FROM OUR **PRINCIPAL**

We are delighted to welcome you and your child to Year 7. The transition from primary to secondary school is a significant milestone, and we are committed to ensuring it is both smooth and successful for every student.

Year 7 marks the beginning of an exciting new chapter. Students will experience a broader curriculum, specialist teachers, increased independence, and a wide range of enrichment opportunities. Alongside academic ambition, we place strong emphasis on character, behaviour, and personal development. Clear routines, high expectations, and consistent support enable our students to feel safe, confident, and ready to learn from day one.

We recognise that strong partnerships with families are essential. This handbook is designed to give you clarity about expectations, routines, curriculum, communication, and how we will support your child throughout their first year. Our aim is simple: every student flourishing academically and personally.

We look forward to working with you and supporting your child as they begin their secondary journey.

With very best wishes,
Adam Scourfield
Principal



KEY STAFF



Adam Scourfield
Principal



Hanan McKeand
Interim Principal



Clive Crisford
Vice Principal



Judith Chipps
Acting Vice Principal



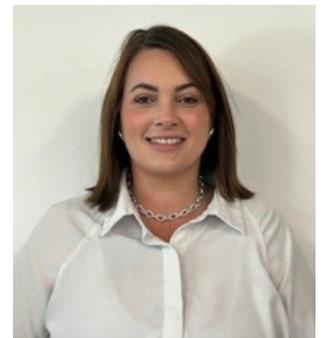
Clare Sherwood
Vice Principal



Ed Commadore-Mensah
Associate Assistant
Principal



William Gimson
Associate Assistant
Principal



Roz Lawson
Associate Assistant
Principal



Annabel Walley
Associate Assistant
Principal



Jamie Dwane
Designated
Safeguarding Lead



Dan McGinty
Site Manager

To support students with their pastoral needs, we have our team of form tutors, pastoral support assistants, heads of year and behaviour support staff to aid students with any needs

Scan to see the full departmental list of staff



TERM **DATES - PROVISIONAL**

Professional (training) days will be scheduled throughout the 2026/2027 academic year. Dates will be published on our website once confirmed.

2026	
Autumn	
Autumn term opens	Thursday 3rd September 2026
Half Term	Monday 26th October - Friday 30th October 2026
Autumn term closes	Friday 18th December 2026
2027	
Spring	
Spring term opens	Tuesday 5th January 2027

SCHOOL DAY

YEAR 7 TIMINGS

The structure of the school day 2025-26 is as follows:

8.40 – 8.45	Morning Address
8.45 – 9.05	Tutor time / assembly
9.05 – 10.00	Period 1
10.00 – 10.55	Period 2
10.55 – 11.20	Break
11.20 – 12.15	Period 3
12.15 – 13.10	Period 4
13.10 – 13:45	Lunch for Years 7 - 11. Tutor time for Years 8, 9, 10
13.45 – 14.15	Read
14.15 – 15.10	Period 5
15.10 – 16.10	Period 6 (<i>year 11 only and clubs</i>)

What is Read?

During afternoon registration, students read together as a tutor group. This is led by the tutor group teacher, and each year group reads the same book.

This helps students develop their reading skills and provides shared topics for discussion and engagement.

What is morning address?

Each morning, students line up in their tutor groups in their designated area.

The purpose of Morning Address is for the Head of Year to share important information with the whole year group and to support students with any uniform or equipment concerns before they head to tutor time.



UNIFORM **EXPECTATIONS**

Uniform expectations in full can be found on our website - please see below a condensed version.

Standard Uniform

- Blazer (branded)
- Tie
- Shirt
- Skirt (branded)
- Trousers or Tailored Shorts*
- Jumper
- Socks and Tights
- Shoes
- Rucksack

**All students can choose which of these to wear and there is no seasonal restriction on when they can be worn. Those not wishing to purchase the optional branded skirt may wear tailored trousers or shorts instead.*

PE and Dance Kit

- Polo top
- Quarter Zip Jumper
- Shorts
- Blue Leggings or Track pants*
- Socks
- Trainers
- Gum Shield
- Shin pads

**Options for non-branded bottoms (track pants and leggings)*

Financial assistance

For those parents/ carers in receipt of Working Tax Credit or Income Support, further financial assistance is available. To obtain this support, please email reception@astreastcottenham.org with the email subject "Uniform Financial Assistance".

Our Uniform can be purchased from SWI and can be ordered online. Our PTFA also run a second hand uniform shop with events throughout the year.

Scan to see the full uniform expectations





EQUIPMENT REQUIREMENTS

We ask that all students have the following with them:

- Pens (at least two black and one green)
- Pencil
- Highlighter
- Ruler
- Rubber
- Protractor
- Glue Stick
- Scientific Calculator (Casio)
- Water Bottle

The school will provide the following items*:

- Mini whiteboard
- Whiteboard pen
- Reading Ruler
- Plastic Wallet

**it is the responsibility of parents/ carers to replace these if they become lost or broken.*

Valuable items

Valuable items such as mobile phones and expensive jewellery are brought on site at the owner's risk. The school insurance does not cover damage or loss of these items. Parents/carers may wish to enquire as to whether their own insurance policies cover valuable items brought to school. The school is not responsible for the safety and security of these items.

UNIFORM & EQUIPMENT CHECKLIST

Tick each item off once you have purchased for the start of term

ITEM	REQUIRED	BRANDED	
BLAZER	✓	✓	<input type="checkbox"/>
SHIRT	✓		<input type="checkbox"/>
TIE	✓	✓	<input type="checkbox"/>
SKIRT*	✓	✓	<input type="checkbox"/>
TROUSERS/ TAILORED SHORTS*	✓		<input type="checkbox"/>
JUMPER			<input type="checkbox"/>
DARK (GREY OR BLACK) SOCKS	✓		<input type="checkbox"/>
TIGHTS (WITH SKIRT)	✓		<input type="checkbox"/>
BLACK SHOES	✓		<input type="checkbox"/>
SCHOOL OR PLAIN RUCKSACK	✓		<input type="checkbox"/>
PE POLO TOP	✓	✓	<input type="checkbox"/>
PE SHORTS	✓		<input type="checkbox"/>
PE LEGGINGS			<input type="checkbox"/>
PE JOGGERS			<input type="checkbox"/>
PE JUMPER		✓	<input type="checkbox"/>
PE SOCKS	✓		<input type="checkbox"/>
TRAINERS	✓		<input type="checkbox"/>
GUM SHIELD & SHIN PADS			<input type="checkbox"/>

*STUDENTS CHOOSE TO WEAR EITHER A SCHOOL SKIRT, TROUSERS OR TAILORED SHORTS

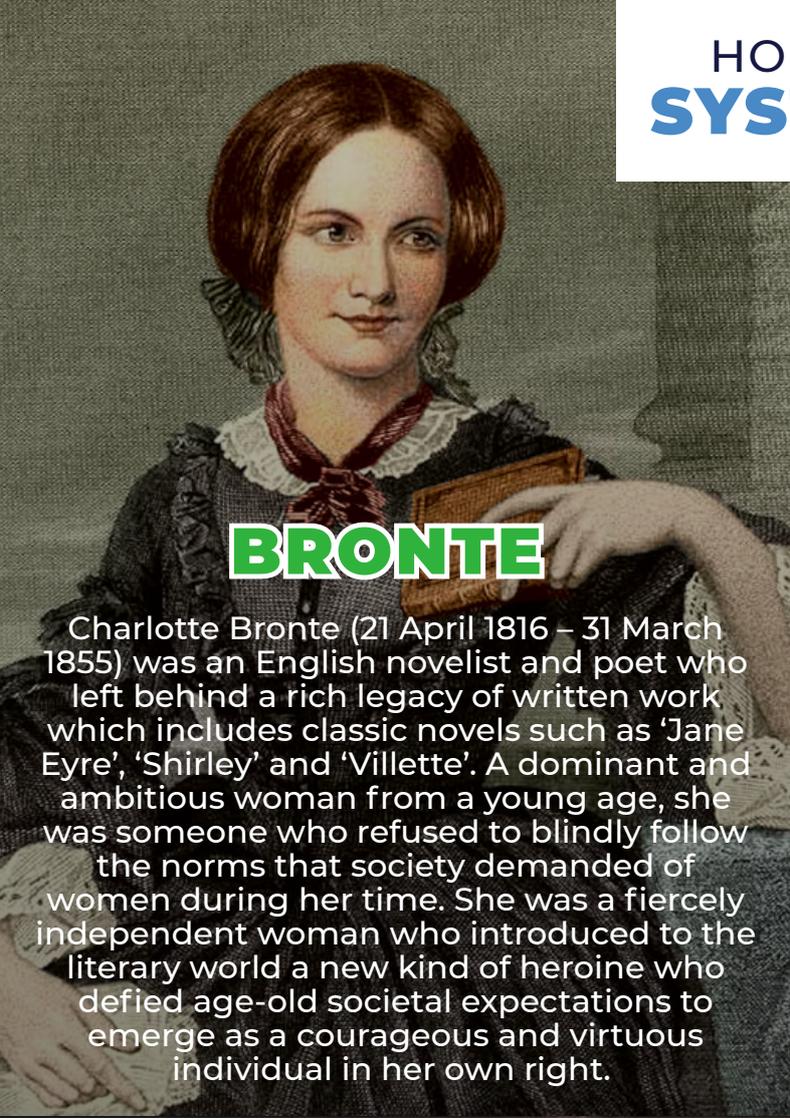
UNIFORM & EQUIPMENT **CHECKLIST**

Tick each item off once you have purchased for the start of term

ITEM	REQUIRED	
PENS	✓	<input type="checkbox"/>
PENCIL	✓	<input type="checkbox"/>
HIGHLIGHTER	✓	<input type="checkbox"/>
RULER	✓	<input type="checkbox"/>
RUBBER	✓	<input type="checkbox"/>
PROTRACTOR	✓	<input type="checkbox"/>
GLUE STICK	✓	<input type="checkbox"/>
SCIENTIFIC CALCULATOR (CASIO)	✓	<input type="checkbox"/>
WATER BOTTLE	✓	<input type="checkbox"/>

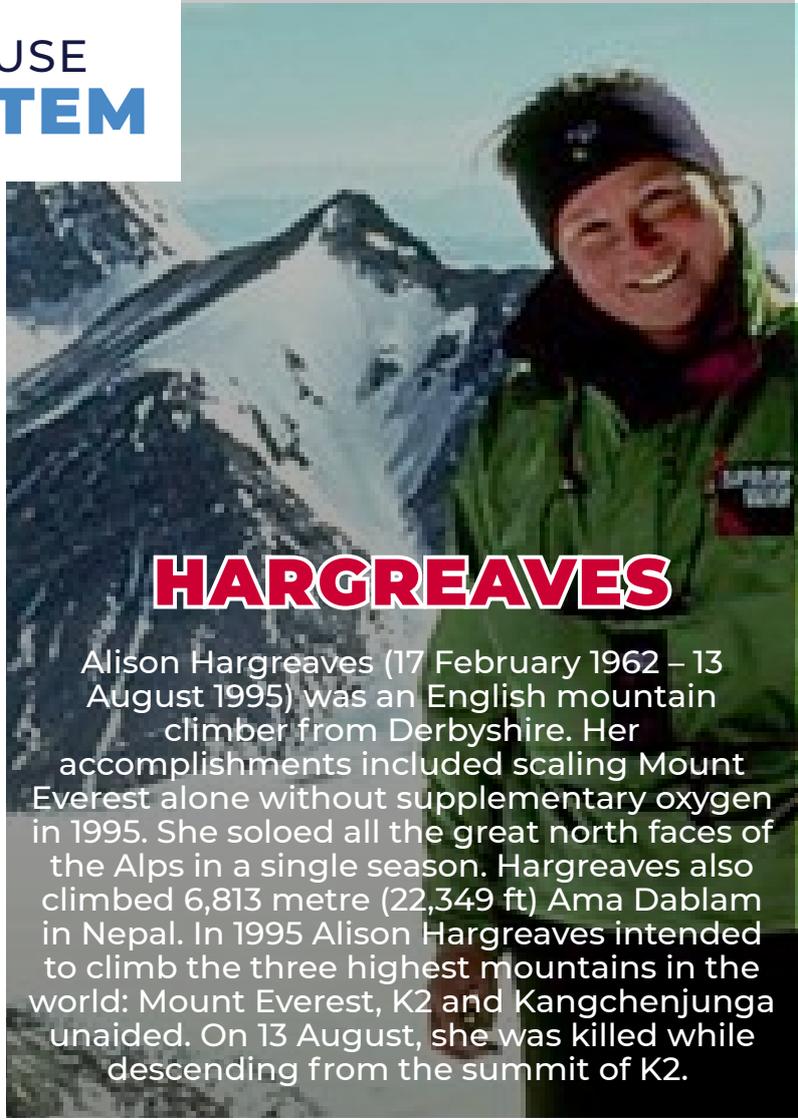
YOUR NOTES:

HOUSE SYSTEM



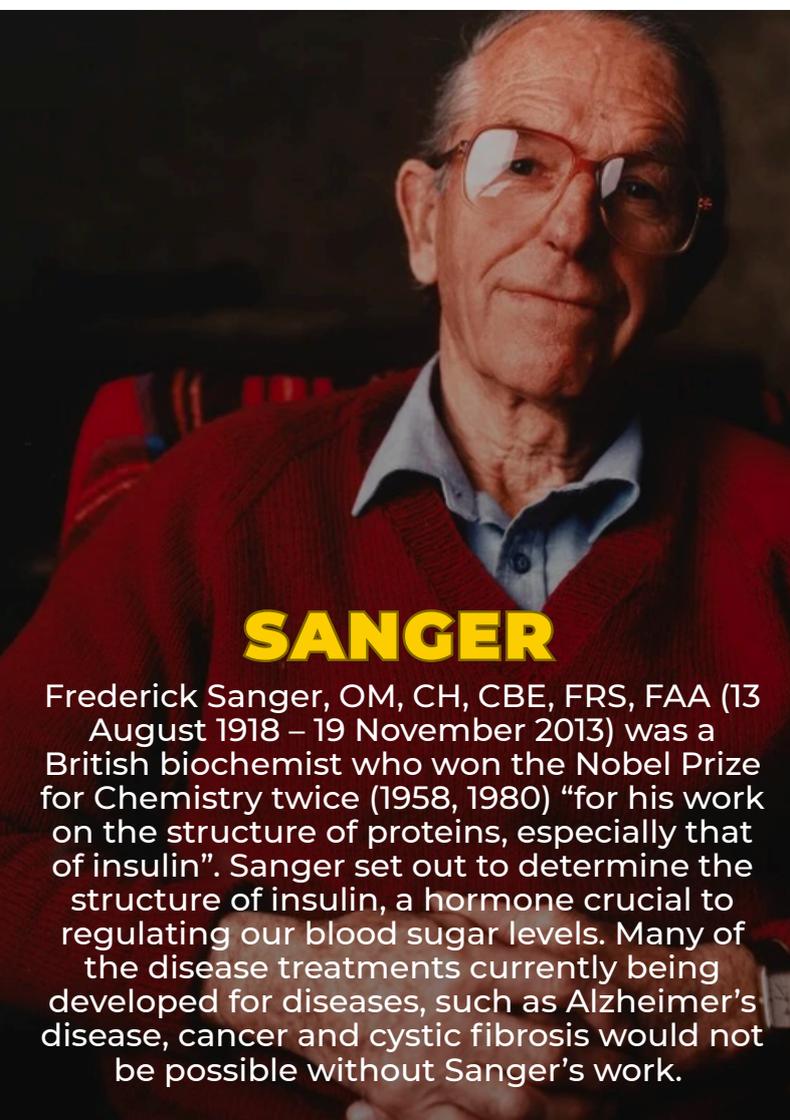
BRONTE

Charlotte Brontë (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.



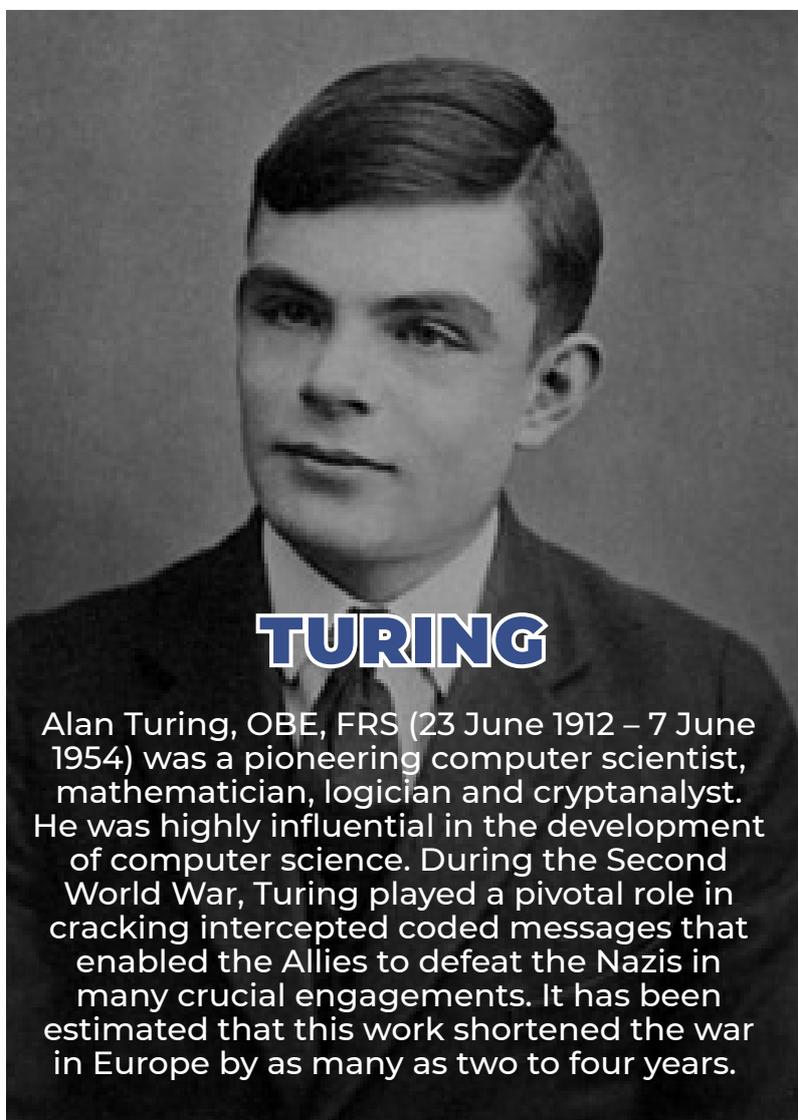
HARGREAVES

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.



BEHAVIOUR AND **CULTURE**

We continue to be hugely impressed by the quality of our students' work and attitude to learning. Students have engaged with core routines and our ethos of **'work hard, be kind'** and mantra **'excellence is a habit'**

Our priority is to ensure that every child and young person in our care excels. We will continue to improve school culture to create a positive and respectful environment with a clear sense of purpose and consistency, ensuring all students feel safe and happy.

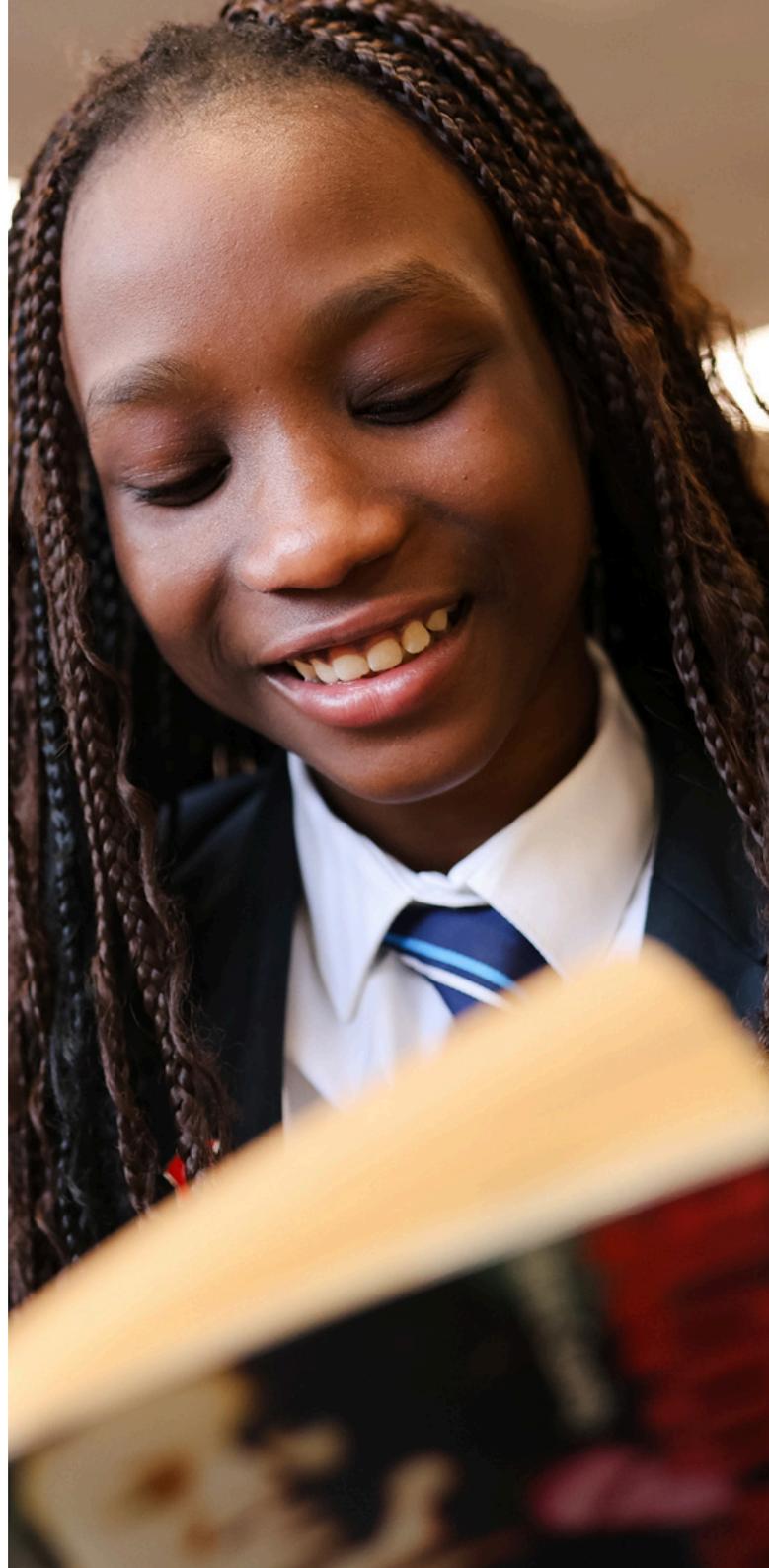
SCHOOL **ATTENDANCE**

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 lower attendance is likely to lead to lower levels of attainment.

The target attendance for all students is a minimum of 97%

Key Points:

- Ensure all medical appointments are made outside of school time. We understand this isn't always possible.
- Holidays should not be taken during term time
- We will send letters regarding your child's attendance drops
- All requests for leave of absence must be made in writing at least two weeks in advance to the required date.
- It is an offence if you fail to ensure your child attends school regularly and punctually - even if they are missing school without your permission
- If a student is late (after 8:40am) they must sign in at reception.



How to report an absence?

You must email the school on each day of absence before 8:40am. If there is no communication from you, it will be recorded as unauthorised.

You can notify us of an appointment by email or phone:

01954 288944 (option 1)
attendance@astreacottenham.org

ACCESSING MCAS - BROMCOM

Bromcom's **My Child at School App (MCAS)** - before your child starts at the school we will set you up with your login details via email.



Behaviour

This is where you can see positive and negative behaviour points



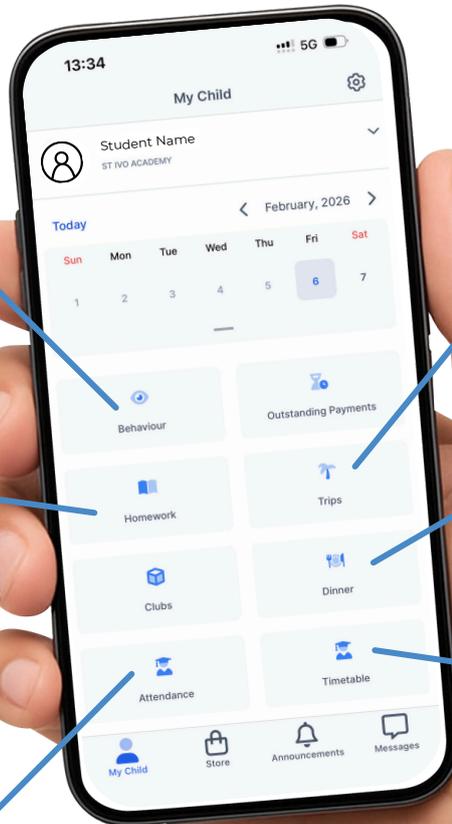
Homework

All homework is listed on the app for you to see what has been set and deadlines



Attendance

Here you can see attendance day by day view and the total percentage



Trips



When a trip is announced for the year group this is where you can pay for them

Dinner



This shows all purchases from your child and where you can add dinner money to their account

Timetable



This shows the lessons your child has day by day

ACCESSING STUDENT BROMCOM

On the student portal of Bromcom students can see their timetable and behaviour. This is also where they can find their homework links which are all found on the website.

When your child starts in September they will be supported in logging in.

ACCESSING YOUR HOMEWORK

Almost all homework is completed online via **Carousel, Sparx Maths and Sparx Reader.**

Set homework can be found via the student Bromcom portal.

We host an after-school homework club for students that need support with homework.

OUR CURRICULUM

Our curriculum principles sit at the heart of how we structure learning, ensuring all students are supported to succeed.

We believe this is a right of all pupils and one which is liberating and empowering. Through the curriculum we aim to foster pupils' curiosity and raise their aspirations, as well as ensure that pupils achieve high levels of attainment that will open doors for their future. A stimulating and broad curriculum also places pupils in a strong position to question and debate the world around them, making them intellectually resilient and preparing them for citizenship in a democratic society.

In KS3 students will study:

- Art
- Computer Science
- Dance
- Design and Technology
- Drama
- English
- Food and Nutrition
- Geography
- History
- Modern Foreign Languages
- Mathematics
- Music
- Personal Development
- Physical Education
- Religious Education
- Science

KS4 core subjects:

- Science
- English
- Maths
- Modern Foreign Languages
- Geography or History

KS4 option subjects:

- Computer Science
- Design and Technology
- Drama
- Fine Art
- Food Preparation and Nutrition
- Geography
- History
- Music
- Physical Education/ Sport
- Photography
- Religious Studies

**WORK HARD TO ACHIEVE THE
FUTURE YOU WANT**



STAND UP, SPEAK UP, IT STOPS NOW

PREVENING **BULLYING**

Bullying damages young people's physical and mental health - this includes their self-confidence and ability to build and sustain relationships.

We believe that all young people have the right to learn and work in an environment where they feel safe and free from harassment and bullying.

We treat bullying seriously and work hard to reduce instances of bullying. We hold regular assemblies on anti-bullying along with tutor, subject and PSHE work

What should I do if my child is being bullied?

Advise for them to:

- speak to an adult at school
- avoid the people bullying as much as possible
- stay in a group of friends

As a parent you can report it to us and we can speak to your child about it.

Students can also email **cvctellus@astreacottenham.org** if they aren't confident to speak to someone in person.

STUDENT SUPPORT

We want students to feel safe and happy during their school experience which is why we have resources and drop in sessions for students.



Student Support Booklet

Students are given a booklet that shows different support options, apps, our group or drop in sessions to make sure they feel like they are supported as much as possible!



Pastoral Team

Each year group has a Head of Year and a student support assistant that are available throughout the school day for students to speak to. We also have the student support unit and our safeguarding team!



School Lockers

We want students to feel comfortable at school which is why some students like to make use of a individual locker. Lockers are £18 per school year and are a first-come, first served basis. (if a key is lost there will be a charge to replace.)

SEND SUPPORT

At Cottenham Village College, we take practical steps in the classroom and beyond to meet students' needs. We are committed to narrowing the gap between SEND and non-SEND students.

We do this through a variety of different support systems. In practice, the inclusive ethos of Cottenham Village College is delivered through the combination of an effective pastoral support system with the aid of tutors, pastoral staff and other key stakeholders overseen by our school SEND team and Senior Leadership Team. All of our teachers and teaching assistants are trained to adapt their practice to meet the needs of young people with a range of SEND.

The management of special needs emphasises integration rather than segregation, with access to both formal and informal opportunities for learning support. Some students will require occasional additional support, however withdrawal from mainstream lessons is operated on a very limited basis, linked to specific needs, students access to the full curriculum package wherever possible.

We would be delighted to discuss any specific questions you might have regarding your child and life at Cottenham Village College



You can reach out to us using the following email:

reception@astreacottenham.org
and one of the following people
will get back to you:

Judith Chipps - SENDCO

Maddie Wilding - Deputy
SENDCO

GETTING INVOLVED

Student Leadership

At CVC, student voice really matters! Every year, each year group elects six students to join the Student Council. They meet every half term to share ideas and help make the college even better.

In Year 10, students can apply to become Head Students. They write an application, attend an interview with the Principal and Senior Leaders, and then help lead positive change across the school.

Student Ambassadors

Our Student Ambassadors support different subjects and school events. Lots of students also join focus groups and interview panels, it's another great way to have your say!

Diana Award Anti-Bullying Programme

Some of our students train as Anti-Bullying Ambassadors through the Diana Award programme. They learn how to stand up to bullying and support others, helping make our school a safe and welcoming place for everyone.

After-School Clubs

There's something for everyone at CVC! From sports and music (choir, jazz, musical theatre and more) to clubs like Maths and Philosophy, there are loads of ways to get involved. Clubs run until 4:10pm and change each term, so there's always something new to try.

Music Lessons

Love music? We offer instrumental lessons in voice, piano, drums, guitar, flute, saxophone and more. Lessons take place during the school day on a rota.

Duke of Edinburgh Award

In Year 9, students can take part in the Duke of Edinburgh Award, an exciting challenge that helps you build confidence, learn new skills and work as part of a team.

There are so many ways to get involved, try something new and make your mark at CVC!



Scan or Click to see up to date information about our clubs and activities

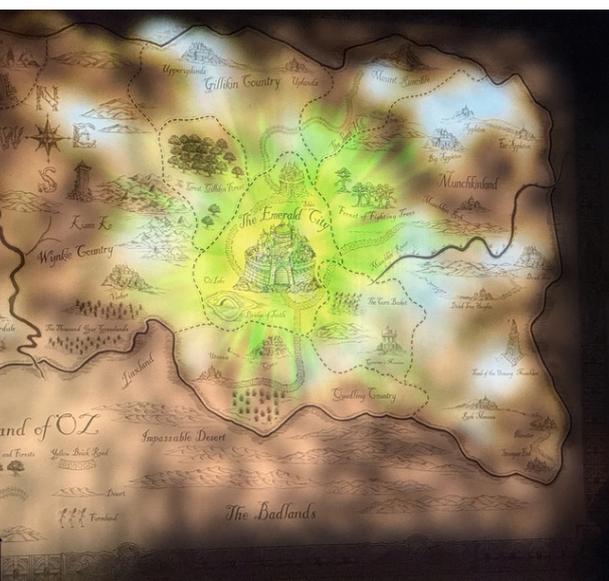




EDUCATIONAL VISITS

We have a long track record of providing a wide range of education visits across year 7-11. This is a mixture of local, national and international trips both day as residential.

Examples of past trips include - Carols from Kings; Madrid, Rome; Berlin and London Residentials, PGL trips, local fieldwork, theatre trips and concerts; Go Ape and many more



SCHOOL TRANSPORT

We want to ensure students have transport options to get into school safely and on-time.

Buses

Buses drop off and pick up at the front of the school.

Bus transport for students is arranged by Cambridgeshire Local Authority for students in Years 7 – 11 who live over 3 miles from school or are from low income families.

Late Bus

The school provides a daily 'late bus' for students participating in period 6 sessions, extra curricular activities and who need to attend detentions

The bus departs at 16.20 from the front of school. Students should arrive by 16.15 to meet the bus and tell the driver their destination. The bus drops off at a central point in the villages in our catchment area.

Car

If you bring your child to school by car, please drop your child off in the parking area at the front of school. Please be aware that parking at school is extremely limited so we ask that where possible, are as efficient as possible when driving to school as part of the school run.

Bike

We have space for bikes to be locked within the school grounds. The bike shed is located to the left of the main school entrance at the front of school

Students who cycle to school must follow road safety rules and ensure their bikes are well maintained, particularly during winter. Helmets are strongly recommended. Bicycles are left at the owner's risk and should be locked securely, with all belongings removed.

Cycles must not be ridden within the school grounds and should only be left in the bike shed. Police may inspect bicycles from time to time.



Scan or Click to see more details on buses from Cambridgeshire County Council.





PARENT **COMMUNITY**

Community news

We know that many of our students take part in exciting and inspiring activities outside of school, and we'd love to hear all about them. Whether it's sporting achievements, creative projects, acts of kindness, or personal milestones, we want to celebrate the amazing things our young people are doing in the wider community.

If you'd like to share your child's successes with us, please get in touch via your child's form tutor.



Scan or Click to
find our more
information about
getting involved
in our LGC



The Local Governance Committee

Cottenham Village College is supported by a Local Governance Committee (LGC). The role of the committee within Astrea Academy Trust is to provide support, challenge and guidance to the academy at a local level, with a focus on driving improvement in educational outcomes. The LGC provides valuable input on key areas such as the curriculum, policy changes, and fundraising activities that support the wider school community.

STUDENTS - YOUR WORRIES

ANSWERED

Q. Will I get in trouble if i'm late because I got lost?

A. We appreciate it will take time for you to find your way around. Don't worry there will be plenty of staff in hi-vis jackets to help you! Members of staff are always around to provide support if you are lost and we can provide additional support to any students who need it.

And you'll also get a map!

Q. What happens if I forget my homework or equipment?

A. Almost all homework is all done online so rarely need to worry about forgetting it! Everyone forgets things sometimes. Your teachers will help you learn the routines and support you to get organised.

Q. Will the work be much harder than primary school?

A. The work will build on what you already know, and teachers will help you step by step so you can succeed.

Q. Who can I talk to if I feel nervous or upset?

A. You can talk to your form tutor, Head of Year, teacher, student support assistant or any trusted adult. You're never on your own.

Q. What is lunchtime like and who will I sit with?

A. Lunchtime is a chance to relax, eat and chat with friends. There are lots of spaces to sit, and staff are always nearby to help.

Q. How many different teachers will I have?

A. You'll have different teachers for different subjects, but your form tutor will always be someone you know well and can go to.

Q. Will I make new friends?

A. Yes. Lots of students feel the same way, and you'll meet new people in your form, lessons and activities. Friendships grow quickly.

PARENTS - YOUR QUESTIONS **ANSWERED**

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

A. No student is refused a school lunch. Our canteen staff will let your child know and their dinner balance can be viewed through ParentPay. Students will be asked to go to reception if they are overdrawn where a call home can be made to notify you. We then expect parents 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.

Q. What happens if my child is ill at school?

A. 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 near reception. Our aim as a first aid team is to keep in contact with families to best support a child where they are feeling unwell.

If a student is feeling unwell, they will be spoken to by a member of the senior leadership team with support from a first aider, to assess if they need to go home or can remain in school.

Q. What is meant by 'dietary control'?

A. 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.

Q. What if my child is entitled to a Free School Meal?

A. Your child's balance will be automatically credited daily with £2.88. This will cover the cost of a meal deal at lunch (a hot main meal, snack and drink) or can be used to purchase other items on sale. The purchase process works exactly the same for all students whether they pay or they are entitled to a Free School Meal.



COTTENHAM VILLAGE COLLEGE

Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Principal: Mr Adam Scourfield

Facebook: Cottenham Village College

Phone: 01954 288 944

Cottenham Village College

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