



Collingwood
College
BELIEVE SUCCEED

A student's guide to Collingwood

September 2019



Welcome

We look forward to welcoming you to Collingwood College in September. This booklet will give you some information about your **Induction Days** and also information about **your first few weeks at Collingwood**.

Induction Days

On Tuesday 2nd and Wednesday 3rd July you will come to Collingwood College to meet your new teachers and make lots of new friends. During these two days, you will find out what it will be like at Collingwood and try out different lessons. You will be put in a form group and will have senior students to help and support you over the two days.

On both days you need to come to the main hall, called Kingston Theatre, at 8.45am. Please do not be late. You should wear your current school uniform and bring in the following items:

Pens and pencils)

Ruler) these form part of our Super 7 – see page 5

Eraser)

You can bring in a packed lunch or buy a school dinner (a meal deal - which is a dinner and a pudding costs £2.35) but you can also buy other things like pasta, sandwiches and baguettes. See the menu on page 6. If you have free school meals, you will be given a slip on both days which you hand in to the catering staff at the till. Senior students will show you where the canteen is and help you get your lunch.

PE kit is **not** required on either day.

ID Card

At Collingwood, all students have a Photo ID card. This card is used to get in and out of the buildings and also to pay for food in the canteen so you must carry it with you at all times. You will have your photograph taken during your Induction Days so that the College can make your card ready for the start of September.

Medication

If you have any medication that you will need during these two days you should bring it with you and leave it with the Kingston reception staff. Your Parent will need to complete a form (further details are included in their brochure).

Lunch

Lunch will be provided on both days and you will stay at Collingwood for this. You will be taken to the food outlets and shown how to use the system. You can bring a packed lunch which you can eat in the canteen with your friends.

If you are entitled to have a Free School Meal you will be given a 'free meal slip' on both days which you will need to hand to the catering staff at the till.

Home Time

At the end of each Induction Day, you will return to Kingston Theatre. Your parent will wait outside Kingston main entrance for you.

If you live near Collingwood, you may want to walk home afterwards. You can do this but your Parent/Carer must complete and sign the 'form' included in your pack giving you permission. This should be handed to a member of staff in Kingston Reception at the beginning of the day.

Only ONE form is required for both days but please make sure your parent ticks each box if it is for both days.

If you are going home with another parent, your Parent/Carer must include the details of the person who is collecting you on the same form.

Starting Collingwood in September

Our College is very different from your primary school. There are many more students and teachers although you will not meet all of them at once. You will soon get to know those you see regularly, especially your Form Tutor who you will see every day during registration.

If you have any problems during your first few weeks at Collingwood, please speak to your Form Tutor or any of these people who are there to help you.



Miss S Gulliford
Year Manager Year 7



Mrs S Alsop
Pastoral Assistant
Year 7



Mrs L Edwards
Progress Leader
Key Stage 3
Overseas students'
progress and
behaviour



Mr J Cleary
Assistant Principal
(Student Welfare &
Safety)
Oversees the
behaviour,
attendance and safety
of all students



Mrs N Akbar-Phillips
Assistant Principal
(Student
Development)

Your first day at Collingwood

Your very first day in September is Wednesday 4th September. You need to go straight to Kingston Theatre at 8.20am. Please do not be late. You will then be taken to your Form room in the Barossa building by your Form Tutor.

Your second day at Collingwood

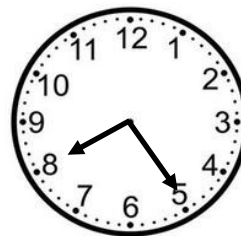
On the second day you should go straight to your Form room in Barossa when the bell rings for registration.

The College day

It is very important that you arrive on time to College. Collingwood starts at 8.25am and when the bell rings you should head straight to your Form room where the register will be taken.

The College day has 5 periods (lessons) as follows:

8.25 am	-	8.50 am	Registration or assembly
8.50 am	-	9.50 am	Period 1
9.50 am	-	10.55 am	Period 2
10.55 am	-	11.20 am	BREAK
11.20 am	-	12.20 pm	Period 3
12.20 pm	-	1.25 pm	Period 4
1.25 pm	-	2.00 pm	LUNCH
2.00 pm	-	3.05 pm	Period 5



The end of each lesson is signalled by a bell.

What happens at break?

The first break in the morning is at 10.55am and lasts for 25 minutes. During this time you should fill up your water bottle and visit the toilet as you will not normally be allowed to leave the classroom during lesson times. If you are hungry you can go to the canteen. You are not allowed in any building at break unless requested by a member of staff.

What happens at lunch time?

During the first week you will be dismissed for lunch earlier than other Year Groups so that you can get used to the lunchtime routine. You may buy lunch from the canteen or you can bring in a packed lunch. You can choose your own food and drink from the selection on offer which you pay with using your ID card at the till. During your lunchbreak you are also allowed to play in the Year 7 playground. Lunch time is 1.25pm - 2.00pm. You are not allowed in any building at lunch time unless requested by a member of staff, or you are attending a Lunchtime Club.

What happens at the end of the College day?

The bell will go at 3.05pm.

- If your parent has said you can walk home, you can go straight home.
- If you are meeting your parent make sure you have arranged where to meet them. Parents cannot drive into the College car parks to pick you up.
- If you catch the bus, go to the area between the Barossa building and the Sixth Form Centre. Staff on duty will tell you which line to join for your bus. Listen out for your bus number to be called and then get on the bus.

What happens if you are late?

All lateness is recorded. On arrival you will need to sign in with the Attendance Manager who monitors all student attendance. The Attendance Manager is located at the F block entrance in Barossa. You will need to bring a signed letter from your parent to explain why you are late (or a signed note in your Planner). See below about planners.

What happens if you have a dentist or doctor's appointment?

Appointments for the dentist and doctor should be arranged outside of College hours where possible. If you do have an appointment during the College day, you must bring in a signed letter/note in your Planner from home saying when and where you are going. Show this to your Form Tutor but keep the letter with you to show your teacher. Before leaving for your appointment, you **must sign out at Barossa reception**. When you come back from your appointment, you will need to sign in again at Barossa reception.

What happens if you are ill?

If you are ill and unable to come in to College, your parent must telephone the student absence line 01276 457650 every day that you are ill.

If you become ill during the College day, you should tell your teacher who will sign your planner and allow you to go to the nearest reception. If you are ill during break or lunch, go straight to the nearest reception.

Travelling to Collingwood

If you walk - at all times be courteous. Remember that other people use the footpath too. If you have to cross the A30, you must use either the footbridge or the pelican crossing.

If you cycle - there are bike racks in Barossa where you can lock up your bike. Bikes are brought in at your own risk. If you decide to cycle please ensure you bring a lock and wear a helmet.

If you come by bus/College coach - Make sure you know the times of the bus/coach and where to catch it. You are expected to behave well whilst waiting for the bus/coach and when you are on them. Any poor behaviour may mean you cannot use the bus/coach.

If you come by car - your parent is not allowed to drive into the College car parks to drop you off or pick you up. You must be dropped off outside of the College. You must therefore arrange with your parent where to meet them at the end of the College day.

Your ID card

Your Form Tutor will give you your ID card which you must bring into College every day as you use this to get into buildings and also to buy food from the canteen. It will have your photo and name on it.

Timetable

You will be given a copy of your timetable on the first day in September. This will tell you which lessons you have on each day as well as the name of the teacher and the room where you should go. We operate a two week timetable - Week 1 and Week 2. When the bell goes for the end of registration, you should go straight to your period 1 lesson.

Student Planners

On your first day your Form Tutor will give you a student planner. You will need to write your name and your Tutor Group on it. There is a page in your Planner (just before the red/amber/green cards) for you to copy the information from the timetable you are given so you always have it available. Your Planner is another item that you need to bring to College every day. Your Planner should be used to help you to plan your work and record your home learning to ensure that you meet your deadlines. There is also space for your parent to make comments.

Uniform

You must wear the correct uniform at all times. Your parent has full details of uniform in their brochure including what is and is not allowed.

- Make-up is not permitted including nail varnish, acrylic/gel nails or false eyelashes. If any student is wearing make-up or nail varnish they will be asked to remove it.
- No body piercing is allowed including nose studs, tongue or any other facial piercing. You can wear one small pair of stud earrings, one in each ear lobe (no bigger than 4mm).
- Hairstyles - should be of a natural colour (i.e. blonde, black, brown) and should be uniform in nature. You are not allowed to have any markings or tramlines. No extreme haircuts are permitted e.g. Mohicans or less than Grade 2 all over shave. Undercuts must adhere to this guidance too. Long hair must be tied back in some lessons for safety reasons.

Timetable

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Homework

We call homework, Home Learning, at Collingwood. You will receive home learning from your teachers. Make sure you write this in your planner so you don't forget. You will be given reasonable time to complete tasks.

Lost Property

Please make sure that your uniform, College bag and pencil case has your name on them. If you lose anything please ask at Barossa or Kingston reception in case it has been handed in. If it has your name on it and it is handed into reception, we will return it to you.

Mobile Phones

You may bring your mobile phone to College but you do this at your own risk. Mobiles may NOT be used inside buildings. Sometimes they will be used as part of the learning within the lesson. If you do not follow these rules your mobile will be confiscated and handed into reception where you can collect it at the end of the College day. In the first half term at Collingwood we encourage you to avoid using your mobile phone in College (unless in the case of an urgent message) so that you can get to know the other new students and make new friendships.

Remember to....

- Treat others with respect. Treat others how you want to be treated yourself
- Be polite
- Walk on the left in the corridors and use the one way systems correctly
- Be quiet in assembly
- Bring in your books, student planner, pens, pencils, home learning, PE kit when needed etc
- Eat and drink in the designated areas only (NO food or drink to be consumed in classrooms or corridors)
- Fill up your water bottle at break and lunch times

Chewing gum causes a lot of damage to uniforms, carpets and furniture. It is therefore NOT allowed in Collingwood.

Help and Support

There will always be someone around to help you. If you have any problems or are worried about anything, please speak to your Form Tutor.

SUPER 7

Equipped and Ready to Learn!

At Collingwood we believe that all students should come to College equipped and ready to learn each day.

Super 7 lists the main items students need. We ask that as a parent/carer you ensure that your son/daughter starts the day with these items in their school bag.

Form Tutors monitor this during morning registration on a regular basis.

- Pen
- Pencil
- Ruler
- Calculator
- Eraser
- Planner
- ID Card



INDUCTION DAY'S MENU



A TASTE OF GREAT



THE MAIN EVENT

Tuesday 2nd July

Meal Deal £2.35 + a complimentary Aqua Splash drink

Beef cannelloni served with mixed salad

(G,Mk,E)

or

Spinach & ricotta cannelloni served with mixed salad

(G,Mk,E)

Extra Garlic Bread

(G,Mk,So)

35p

Chocolate brownie with chocolate sauce

(G,Mk,E)

Wednesday 3rd July

Meal Deal £2.35 + a complimentary Aqua Splash drink

Roast gammon served with roast potatoes, carrots, peas, apple sauce & gravy

(G)

or

Macaroni cheese with a crunchy topping served with mixed salad

(G,Mk,Mu,So)

Lemon drizzle cake served with custard

(G,Mk,E)

In addition to the main meal deal there will be other food available in other outlets

Sandwiches & Baguettes £1.40 - £1.90

Home Bakes 85p

Pasta Pot/Streetfood £1.90

Global Kitchen £2.10

Drinks ranging from 35p - £1.15

ALLERGENS

Ce = Celery

Cr = Crustacean

E = Eggs

F = Fish

G = Cereals

containing Gluten

L = Lupin

Mk = Milk

Mo = Molluscs

Mu = Mustard

N = Nuts

P = Peanuts

Se = Sesame Seeds

So = Soya

Su = Sulphur Dioxide

frequently asked QUESTIONS




<i>What equipment do I need to bring in on my first day in September?</i>	<p>Pen, pencil, ruler, eraser, notebook and a packed lunch if required.</p> <p>You do NOT need to bring in your PE kit.</p>
<i>Where do I get on the bus to come to College and where do I get off?</i>	<p>Your parent will have arranged where and what time you get your bus to come to College. All the buses, apart from public buses, stop outside Barossa. This is where you get off at the start of the day and on at the end of the day.</p>
<i>Where do I go on my first day in September?</i>	<p>You go straight to Kingston Theatre at 8.20am. You will then be taken to your Form room.</p>
<i>Where do I get my ID card?</i>	<p>Your Form Tutor will give you your ID card at the beginning of the first day.</p>
<i>Can I still buy food if I don't have money on my ID card ?</i>	<p>NO. Your parent should log into Parent Pay to load money on your card for food as soon as possible once they have been provided with their login and password. You can check how much money you have on your card by using the machine in Barossa reception.</p>
<i>How do I know which lessons I have?</i>	<p>Your Form Tutor will give you your timetable on your first day. This tells you which lessons you have on each day as well as the room to go to. They will also give you a planner which is used to record your home learning.</p>
<i>I have an asthma inhaler and/or an auto injector. Is it possible to leave a spare in College?</i>	<p>YES. We would recommend that we hold a spare inhaler/auto injector in reception. Your parent will need to provide the medication in its original prescribed packaging and complete a form provided at Barossa reception.</p>
<i>What about my locker key?</i>	<p>If your parent has ordered and paid for a locker, you will be given your key during the first week of term.</p>
<i>What happens at home time?</i>	<p>The bell will go at 3.05pm. If your parent has said you can walk home, you can go straight home. If you are meeting your parent make sure you have arranged where to meet them. Parents cannot drive into the College car parks to pick you up. If you catch the bus, see the next question.</p>
<i>Where do I go to get the bus home?</i>	<p>Go to the area between the Barossa building and the Sixth Form Centre. Staff on duty will tell you which line to join for your bus. Listen out for your bus number to be called and then get on the bus.</p>
<i>Where do I go on my second day in September?</i>	<p>You go straight to your Form room when the bell rings on the second day and every other day after that. You must enter Barossa building via H, J or F block doors and <u>NOT</u> through the main reception entrance.</p>