



# Sawston Village College

Parent Handbook

Year 7 2022-23



Sawston  
Village College

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# Sawston Village College

## Safeguarding statement for parents



Sawston  
Village College

### Safeguarding children

The College is committed to safeguarding all young people. It achieves this through high quality pastoral care; a PSHE programme that provides appropriate guidance to being safe as a young adult; signposting to agencies and adults who can provide appropriate support; being vigilant for signs that a young person may be experiencing difficulties that may require further help and support.

There are occasions when members of the Designated Safeguarding team may be required to discuss concerns with parents that may be related to safeguarding and child protection. The College has a legal requirement to ensure the safety of all its pupils and communication between the College and parents is a key part of this process.

If you have any concerns about any young person then please do contact a member of the Designated Safeguarding team, however, if you feel a young person is at immediate risk of harm then please do contact the Multi-Agency Safeguarding Hub (MASH) on **0345 045 5203**

One area of focus for the College under the safeguarding remit is to promote positive mental health in all our young people. We have a team consisting of both trained staff and outside agencies that help support the day to day issues around young people's mental health. We also work very closely with the Child and Adolescent Mental Health service (CAMH) in supporting those young people who present with more long term mental health concerns that require specialist intervention. Please see below for some useful sites and potential support if you have any concerns regarding your child's mental health.

[keep-your-head.com](http://keep-your-head.com)

[Kooth](http://Kooth)

[mind.org.uk](http://mind.org.uk)

[centre33.org.uk](http://centre33.org.uk)

[Emotional Wellbeing Services](#)

[YOUnited](#)

# Parent Information Booklet

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The aim of this booklet is to provide you with the information you need to help your child achieve independence, whilst supporting them to make the progress they are capable of. The booklet contains a mixture of information and tips to guide you and your child through the academic year.

## Message from Ms Fink & Ms Fane

Dear Parent/Guardian

We re delighted to welcome your child to Year 7. A new school and a new year make for exciting times and exciting opportunities. We are very much looking forward to working with you, in partnership, to ensure your child benefits from everything that college life has to offer.

As an important first step, every pupil has been assigned to a House and a mentor group. Their two mentors will remain your child's first port of call for both academic and any other support they may require in and out of the classroom. This partnership work also extends, of course, to parents at home, and we would encourage you to get in touch with your child's mentor should you have a query or comment. We all share a common commitment to seeing each individual pupil reach their potential and to be happy in their learning and personal development.

There will still be an opportunity for pupils to meet with staff and their peers each morning to review progress, get set up for the day and to discuss current affairs, issues and events. Similarly, it is hoped that in time, pupils will be offered opportunities to get involved in events and activities outside of the classroom. It is our intention to provide as rich and as varied an educational experience as possible and we encourage all pupils to make the most of the opportunities on offer.

Yours sincerely

Ms J Fink & Miss C Fane  
Year 7 Lead

## How to contact school:

Email contact for school office: [office@sawstonvc.org](mailto:office@sawstonvc.org)

Telephone contact via the school reception: 01223 712777

To report your child's absence from school, please contact Mrs Chapman on 01223 712623 or by email [attendance@sawstonvc.org](mailto:attendance@sawstonvc.org) ; or school reception on 01223 712777

To contact all other named members of staff: **[initial][surname]@sawstonvc.org**  
(for example: Mr A Brown = [abrown@sawstonvc.org](mailto:abrown@sawstonvc.org))

We endeavour to provide an initial response to emails within 24 working hours, with more detailed responses within 5 working days.

# HOUSES, MENTORS & MENTOR GROUPS

2022 – 23



Pupils are organised into Houses and Mentor Groups as part of the programme of pastoral and academic support. Typically, Mentors will be the first port of call for parents wishing to raise questions or concerns.

- **Da Vinci** - Head of House - Mr A Davis ([adavis@sawstonvc.org](mailto:adavis@sawstonvc.org))
- **Earhart** - Head of House - Miss D Jackson ([djackson@sawstonvc.org](mailto:djackson@sawstonvc.org))
- **Mandela** - Head of House - Mrs C Wombwell ([cwombwell@sawstonvc.org](mailto:cwombwell@sawstonvc.org))
- **Turing** - Head of House - Ms J Fink ([jfink@sawstonvc.org](mailto:jfink@sawstonvc.org)) / Miss C Fane ([cfane@sawstonvc.org](mailto:cfane@sawstonvc.org))

The most up to date list of Mentors can be found [HERE](#).

All email addresses follow the same format:

**[initial][surname]@sawstonvc.org** (for example: Mr A Brown = [abrown@sawstonvc.org](mailto:abrown@sawstonvc.org))

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## School Terms and Holiday Dates

### 2022

Staff training days (school closed to pupils)	Thursday 1 and Friday 2 September
<b>Autumn term begins for Year 7 and 11</b>	Monday 5 September
Autumn term begins for Years 8, 9 and 10	Tuesday 6 September
Staff training day (school closed to pupils)	Friday 7 October
Half Term	Monday 24 – Friday 28 October
Staff Training Day (school closed to pupils)	Friday 18 November
Autumn Term ends	Wednesday 21 December

### 2023

Staff Training day (school closed to pupils)	Wednesday 4 January
<b>Spring Term begins</b>	Thursday 5 January
Half Term	Monday 13 – Friday 17 February
Spring Term ends	Friday 31 March
<b>Summer Term begins</b>	Monday 17 April
May Day Bank Holiday	Monday 1 May
Half Term	Monday 29 May – Friday 2 June
Summer Term ends	Thursday 19 July

### Other Key Dates for Year 7 Parents

22 September 2022	Meet the Mentor Evening (by appointment: 3.20pm to 6pm)
15 November 2022	Assessment, Recording and Reporting information evening for new parents
17 November 2022	Year 7 Report 1 issued to parents
20 December 2022	Great St Mary's Carol Service (evening event) - <i>date tbc</i>
10 March 2023	Year 7 Report 2 issued to parents
23 March 2023	Year 7 Parent Consultation Evening (virtual - by appointment: 4pm to 7.30pm)
24 March 2023	West Road Music Concert (evening event) - <i>date tbc</i>
12 -16 June 2023	Activities Week (in-school event with residential visits <i>tbc</i> )
23 June 2023	Year 7 Report 3 issued to parents
11 & 12 July	House Prize Giving Evening ( <i>date for each House tbc</i> )



# Getting organised

*Timetables, equipment and homework*

## Following the school timetable

Your child will receive their timetable on the first day of term. It will be written or stuck into their planner. Year 7 pupils are taken through the school day and the location of the rooms by their mentor and co-mentor.

### Tips for parents:

- the school timetable runs on a fortnightly cycle (week A and week B); if in doubt, use the calendar on the school website to confirm which week it is;
- display a copy of your child's timetable at home so that you and your child can refer to it;
- encourage your child to check the timetable and Satchel:one (see section on homework below) each evening to prepare for the next day. It is also a good idea to check the timetable at the weekend to plan ahead for equipment etc;
- provide your child with a watch.

## Bringing the right equipment

Your child is responsible for bringing the correct equipment each day. This will include their planner, relevant exercise books and textbooks, homework tasks that are due, appropriate PE kit on days when they have PE and a well stocked pencil case\*.

*\*As a bare minimum, your child must have a working blue or black pen with them each day. Beyond this, other useful equipment in approximate order of importance would include: spare blue or black pens; a glue stick; a green pen; a calculator; highlighters; a dictionary; pencils, sharpener and a rubber; maths equipment (protractor, compass, set square); colouring pens or pencils.*

### Tips for parents

- encourage your child to empty their school bag each evening and repack it for the next day;
- designate a box or undisturbed space where they can store all of their exercise books and textbooks when not in use;
- remind them to double check the equipment needed against the timetable, their planner and on satchel:one.

## Managing homework

The homework expectations are on the next page. We regard homework as an essential part of the planned learning and an important part of pupils' development as an independent learner. You can keep informed about the homework that your child has to complete by accessing the satchel:one system. Please email [office@sawstonvc.org](mailto:office@sawstonvc.org) if you are unsure of how to do this.

### Suggestions on how to help your child prepare for homework:

- check satchel:one with your child every day after school;
- agree a routine for homework with your child. e.g. You might agree to start homework after a short break on return from school so that the evening is left free or you might agree the other activities/TV that will need to be planned around homework;
- be available to help establish routines and to support but don't 'do it for them';
- try to ensure that homework is done on the night it is set to prevent build up;
- look at the planner / satchel:one each week to check homework and messages;
- know how long your child should be spending on homework each night (see below).

### Homework frequency

There is no set homework timetable. Instead, the typical duration and frequency information below will give you a sense of the volume of homework your child can expect to receive.

**Duration:** Homework is typically expected to take approximately the following amount of time, per subject, per homework:

- Year 7: 15-45 minutes
- Year 8 and 9: 30-60 minutes
- Years 10 and 11: 30-90 minutes

**Frequency:** Your child should expect to receive homework from subjects as follows:

Years 7, 8 and 9:

- English & Maths: weekly
- PE and ASPIRE: no homework
- Art, Music, Drama and Computer Science: at the teacher's discretion
- All other subjects: fortnightly (KS3 Science counts as one single subject).

Years 10 and 11:

- English & Maths: weekly
- Science: one Physics, Chemistry and Biology homework a fortnight (so 3 science homeworks per fortnight in total)



- CEIAG (Careers and Post-16 guidance) and Core PE: no homework
- All other subjects: fortnightly

Pupils will typically be given at least two clear school days between the day homework is set and the day it is due in.

Unless pupils with good reason request an extension before the deadline, no extensions for homework will be permitted without a legitimate note from a parent.

Teachers may refuse to accept sub-standard homework that shows a lack of effort – e.g. work that is brief, incomplete or messy. Such unsatisfactory homework may be treated the same as though a pupil had not done the work at all.

Absence from the lesson when homework was set is not an excuse for non-submission on time, unless pupils genuinely could not do the work without having been in the lesson. Pupils are expected to check satchel: **one**, speak with peers and speak with their teachers to catch-up.

# What you need to know about attendance and punctuality

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Research has found out that pupils who attend school regularly and are on time have a much higher chance of doing well at school. So what is 'good' attendance?

Would you be satisfied with your child attending school for 90% of the time? What would this mean?

That your child might miss school for: 1 day every two weeks – would that be ok?

This is the same as half a day every week or **4 WHOLE WEEKS** in a school year!

Sometimes we miss school because we are ill, this can't be helped. However it is very important that your child attends school as regularly as possible.

Sometimes we miss school because we are ill, this can't be helped. However it is very important that your child attends school as regularly as possible.

## **If your child is ill and/or unable to attend school:**

- **contact Mrs Chapman, Attendance Officer, on each day of your child's non-attendance by email: [attendance@sawstonvc.org](mailto:attendance@sawstonvc.org) ; or on 01223 712623 or school reception on 01223 712777;**
- **once your child is able to return to school ensure they have a note to explain the reason for absence. This is given to their mentor. A phone call is not sufficient; we need to receive written confirmation of reason for absence;**
- **absence without an explanation is regarded as unauthorised absence and is followed up by the attendance officer.**

## **Term time holidays:**

We are increasingly concerned by the rate of pupil absence due to holidays being taken during term as this disrupts the educational progress of individual children. Parents do not have any entitlement to expect term time leave for their child. All leave is granted at the discretion of the Principal and will only be granted in exceptional circumstances. The school's attendance policy explains the criteria in greater detail.

## **Requests for absence:**

- Should parents have to take their children away from school during term time, a request for absence form must be completed in advance and forwarded to the Year Lead. The Year Lead will inform the parents whether their request has been authorised or not.
- The pupil must complete an absence form (KS3 or KS4) so that their teachers are aware and can identify work to be done during the absence.
- The request for absence form is available on the school web site under the sector attendance within the parents' section, or from your child's Year Lead.
- Should you take your child on term time holiday when a request has not been granted it will be recorded as unauthorised absence and referred to the Educational Welfare Officer.

## **LEARNING SUPPORT AT SAWSTON VILLAGE COLLEGE**

The SENDCo (Mrs Morris) and Teaching Assistants (TAs) are based in the Student Centre.

The role of the TA is to support the work of the teacher and pupils in the classroom, suggest teaching and learning strategies and liaise with the SENDCo. Priority for TA support is given to pupils with EHCPs.

The TAs also support additional intervention groups, details of which can be found on the school SEND Information Report on the SVC website. TAs can work with individual pupils or small groups as directed by the class teacher or SENDCo. TAs support pupils with exam access arrangements such as practical assistants, readers and scribes. Morning literacy and numeracy interventions are run by TAs for selected Key Stage 3 pupils.

Every lunchtime the Student Centre has a homework club supervised by TAs and is an allocated quiet lunch space for pupils who find busy canteens and the playground difficult. There are specialist Maths and Science homework clubs run at lunchtimes supervised by TAs.

The aim of the Student Centre team is to enable all pupils to reach their potential by meeting their individual needs.

Mrs Morris (SENCo) and Mrs Page (Deputy SENCo) are always happy to meet with parents and pupils to discuss their needs.

## **SUBJECT INFORMATION**

Further information on individual subject areas can be found in the Curriculum > Subject Areas of the the main College website (see [HERE](#)).

This includes Programmes of Study with details of the topics covered each term and the timing and content of key assessments.