ADV/SRC

September 2026

Sawston Village College
Principal: Mr J P Russell

Dear Parents/Carers

Welcome back from your Head of House

With pupils due to return to the classroom this week (Y7 and 11 - Thursday; Y8, 9 and 10 - Friday), we are very much looking forward to seeing our young people and hearing about their summer breaks. Thank you for keeping us informed of any changes or events that have taken place over the summer which may be helpful for staff at the College to be aware of.

Mentor Time/Pastoral Support
A reminder that your child's Mentor is your first point of contact for any pastoral issues. For the academic year 2026-27 the mentors in **Mandela** house are as follows:

Group	Room	Mentor
MH01	G4	Mr C Johns
MH02	D1	Mrs H Meikle
MH03	M1	Mrs N Cooper
MH04	E1	Mrs C Anderson
MH05	S5	Mr J Middleton
MH06	M4	Dr L Tunna
MH07	S2	Mr A Lineham
MH08	L3	Ms A McIntyre
MH09	E3	Mr B Palmer
MH10	A1	Miss H Murphy
MH11	M3	Mr M Slade
MH12	E6	Ms J Woods

Each house will also have a pool of Learning Mentors who will carry out a 1-1 Learning Review Meeting with each pupil once a term during Mentor Time. This will be an opportunity for your child to review their academic progress and consider any actions required to support their learning.

This year, we will see a return to more regular House Assemblies for Y7 - 10 and, alongside this, additional opportunities for Y11 to receive CEIAG and core subject intervention through mentor times. Mentor Groups will continue to receive important daily notices each morning, engage in theme weeks and competitions, celebrate and acknowledge important dates throughout the year.

If you require support that extends beyond your child's mentor, please contact their Year Lead: Year 7 - Mrs Riondino, Year 8 - Mr Davis, Year 9 - Mrs Watkis, Year 10 - Miss Hunt, Year 11 - Mrs Fink and Mrs Williamson

Uniform Expectations
We would like to thank you in advance for ensuring that your child returns to school in full uniform. We appreciate that times are challenging at present and would like to remind parents/carers that the College has second hand uniform available on request via this google form.

To allow for a smooth start, please ensure that your children do not return to school with:

- unnaturally coloured hair (blue, green, pink etc.);
- false eyelashes or lash extensions;
- acrylic / shellac or painted nails;
- nose piercings (except clear spacers);
- black jeans;
- leggings;
- tracksuit bottoms;
- skirts which are tight against the skin and above the knee.

The full uniform policy can be found on the school website here.

Punctuality and Attendance
The process to report a pupil absence remains the same as last year. In preference, please use the link on the website each morning to inform us if your child is not going to be able to come into school, for ease this can also be found here. If you do not have access to the website, please telephone 01223 712623 (Attendance Office) or email attendance@sawstonvc.org each day that your child is absent.

Punctuality is extremely important to us as a school. Pupils arriving late to lessons miss key learning and disrupt the learning of others by interrupting teachers who have started their lessons. Pupils arriving late to mentor time miss key information from the daily bulletin, disrupt the beginning of assemblies and make pastoral care more challenging for their mentors. We take a firm line on punctuality, both when arriving at school in the morning and also to each lesson.

Mentor time begins at 8.30 am, and pupils should be coming through the gates before 8.25 am to be on time. Parents and carers will be contacted if their child is late to school more than once in a week and sanctions will be issued to pupils who are repeatedly late to school or to lessons. Teachers will, of course, use their discretion- if there is a legitimate reason for lateness (e.g. music lessons, speaking to a member of staff), the pupil will not be given a late mark on the register as they are on the College site. If buses are late or there is a significant, beyond usual, traffic issue whilst late marks will be issued, they will not be considered in terms of a sanction.

Finally, a reminder that we cannot authorise leave of absence for the purpose of a family holiday, therefore we request that holidays are not booked during term time. If your child needs leave of absence from school, please use this form to request this. Medical appointments can be reported to us here.

New build
The building work continues. The compound remains in place on the playground and part of the field. We will share information via the weekly Friday communication with parents as the work develops.

All pupils on foot and cycling should use the main gate only to enter the College. Parents/carers are requested to drop off children away from New Road to avoid congestion and should avoid parking near the bus bay area or using the Sports Centre gate entrance.

Yours faithfully

Mrs C Watkis
Head of Mandela House