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# WELCOME BOOKLET 2021

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EQUAL VALUE, OUTSTANDING PROGRESS



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# PRINCIPAL'S WELCOME

Dear Parent/Guardian

The move from primary school to secondary school can be daunting for any child. Our aim at Catmose College is to make the process as smooth as possible, keep parents informed and ensure that our new students feel welcomed and supported.

We hope that your child is looking forward to the induction day for new students; it is designed to ensure that it is exciting and engaging so that our new students feel welcome, get to know some of the older students and know their way around a little better.

This booklet builds on the induction day to ensure that as parents you are familiar with the day-to-day matters that will affect you and your child in the first few weeks. It does not replace the face-to-face contact of meeting with your child's form tutor, which will become one of the most important aspects of developing a strong and supportive relationship between the College and home. A strong link between College and home is one of the key aspects of ensuring that students are successful at Catmose, and we will always endeavour to keep you informed of your child's progress not only when things are going well, but also should they need additional support.

Our Client Services team plays a key role, supporting the form tutor in liaising with home and will be happy to answer any questions you might have about any aspect of your child's time at College. The website ([www.catmosecollege.com](http://www.catmosecollege.com)) is kept up-to-date with the latest news, College policies and our termly newsletter 'Connect'.

I welcome feedback from parents regarding any aspect of our work at the College and can be emailed directly at [swilliams@catmosecollege.com](mailto:swilliams@catmosecollege.com).

Yours faithfully



Stuart Williams



# CLIENT SERVICES

At Catmose College we pride ourselves on the service we offer to students and families. Our Client Services team is dedicated to providing help and support to students and their families. We will work with you to ensure your child reaches their full potential.

Client Services will:

- support students to meet their target grades;
- deal with issues which might be affecting learning, including attendance, behaviour and health;
- support students' welfare at the College.

Matt Sammy is the Pastoral Manager. He can be contacted through the College switchboard or by email at [msammy@catmosecollege.com](mailto:msammy@catmosecollege.com)

He is supported by advisers Valda Austin, Helen Petterson, Catherine Thomas, Gina Robey and David Savage. Ian Bartlett is the Assistant Pastoral Manager who may also be contacted: [ibartlett@catmosecollege.com](mailto:ibartlett@catmosecollege.com)

Your child's Form Tutor remains your first point of contact but please do not hesitate to contact Client Services if we can be of assistance.



## ROUTINES FOR LEARNING

The following Routines for Learning offer straightforward guidance for students to ensure a calm, purposeful environment in which mutual respect is the norm.

1. Enter the classroom **calmly** as agreed with your class teacher.
2. **Appropriate equipment** should be out at the start of each lesson, including planners, with bags kept in lockers.\*
3. Actively help to **maintain a positive learning environment**.
4. Aim to reach your target level / grade in every lesson by completing **work to the best of your ability**.
5. Aim to **show respect for all** involved in the life of the College.

\*Lockers are provided free of charge for each student and it is recommended that a padlock is obtained to secure belongings.

## EQUIPMENT

In order to ensure a smooth start to all lessons, students should be appropriately equipped with the following:

- the correct exercise and/or textbook;
- a pen, pencil and ruler;
- their Catmose College student notebook;
- any specialist equipment, including sports kit or ingredients for Food Technology practical lessons;
- the correct College uniform.

## ID CARDS

Every student will be issued with a smart card, which will need to be carried at all times in order to:

- be able to access the building and register in the morning;
- travel on the buses;
- pay for food purchased from the College;
- print from any College computer;
- borrow items from the library including books, iPads and cameras;
- be clearly identified as a member of the College.



Stuart Williams  
STAFF

The card will be issued free of charge but, if lost or damaged, £5 will be required in order to cover the administrative and production costs of issuing a new card. We will also offer lanyards for £1 for those students who would find this helpful.

## PARENT PAY

Parents will receive a letter with their login passwords and details of how to 'load' money to student cards. A minimum of £10, or any maximum sum, can be credited to the card.

A £5 daily maximum spend limit is imposed on every student's card. Parents can advise the finance office if they do not wish this limit to be applied and it can be removed. Payment is only accepted from the person consuming the lunch being purchased, to avoid students' kindly purchasing lunch for their friends.

## ELECTIVES

Our electives programme forms a central part of the extra-curricular enrichment at the College. All students at the College elect to take short courses that take place on Wednesday afternoons from 12.20pm to 2.40pm (this includes 35 minutes for lunch). They are led by our own teachers, support staff and by visiting tutors who are experts in their field. Students may stay at the College after 2.40pm to access the library or take part in our extra-curricular activities. The electives programme does not in any way replace our diverse range of extra-curricular activities; our full programme of lunch and after College activities will continue.

The programme has been designed to broaden student experience and develop key transferable skills. There is also a strong link between students who take part in a range of extra-curricular activities and successful outcomes in examination results.

Students in Year 7 will choose their electives during their first term at the College. In the relevant booklet students will find details on every elective offered by the College. One of the benefits of this programme is that students get to meet other students from across the Year 7 – Year 11 age range. The electives listed will only run if there is sufficient interest.

Electives run at different times during the year and there are compulsory courses that students are required to follow. In Year 7 the compulsory course takes place in term 1 and contains a range of sessions designed to smooth the transition from primary to secondary school.



## COMMUNICATION

We are proud to offer a high standard of communication to our parents and stakeholders. When you have any contact with us you can expect our staff to be friendly, polite and helpful.

## GROUPCALL XPRESSIONS

This is our e-communications system which enables us to send information quickly and efficiently to your smartphone/tablet, and allows you to send messages directly to us, as well as notify us of student absence.



Once your child is attending College, please download the Groupcall Xpressions app, available for both Apple and android, and log-in using the details we have on file for you.

For help or further information please email [office@catmosecollege.com](mailto:office@catmosecollege.com).

## OUR STANDARDS

If you contact us by letter, email or Xpressions:

- A member of staff will take responsibility for your enquiry.
- We will acknowledge your email or Xpression within one working day from the date we receive it.
- We will acknowledge your letter within five working days from the date we receive it.
- If we cannot reply in five working days, we will let you know who is dealing with your enquiry and when you can expect a full response.
- Holidays and weekends are not classed as working days for the purpose of the Communication Policy.
- If staff are out of office, an auto-reply email will be used to indicate this and when they will be returning.

If you telephone us:

During term time, office hours are (Monday, Tuesday and Thursday 8.00am – 4.30pm, Wednesday and Friday 8.00am – 4pm), we will endeavour to answer your call promptly;

- upon answering, we will tell you where you have called and the name of the person you are speaking to;
- if your call cannot be answered, voicemail facilities should be available for you to leave a message;
- if you leave a message, we will return your call within one working day.

## THE VIRTUAL LEARNING ENVIRONMENT (VLE)

Each student is given a unique login and password to access the College's secure computer system. The VLE is the College's homepage and students can access their own timetable and homework.

The College website ([www.catmosecollege.com](http://www.catmosecollege.com)) is the source of the most up-to-date information about the College and is regularly updated with the latest news. For example:

- College policies;
- Show My Homework;
- weather related updates including snow closures;
- the latest issue of Connect;
- extra-curricular activities.

Our Facebook page ([www.facebook.com/catmosecollege](http://www.facebook.com/catmosecollege))

and Instagram account ([instagram.com/catmose\\_college\\_oakham](https://www.instagram.com/catmose_college_oakham)) are an excellent way for parents/guardians to find out about what is taking place at College. It is regularly updated with recent events, photos and achievements from across the College.



## GETTING TO AND FROM COLLEGE

Students arrive at Catmose using a variety of modes of transport, or indeed, by walking and can enter the College from as early as 8am. They are able to complete prep, print off work or simply meet their friends before the start of lessons at 8.40am. The refectory is open at this time to allow students to purchase a drink or breakfast, should they wish to. Students who arrive on buses are dropped off in the bus bay at the front of the College between 8.10am and 8.30am. On arrival, students can go to meet with friends in form rooms, communal areas such as the restaurant and in the room where their first lesson will be.

Students who arrive by car can be dropped outside the College or in the main car park. Please note that should you collect your child at the end of the day we request that you do not drive in between 3.30pm and 3.50pm as these are the times when many of our students are using the pathways to move around the College site. Buses leave at 3.50pm every day except Wednesday when they leave at 2.40pm.

## UNIFORM

As a College we believe that uniform promotes a sense of pride and belonging. All students are to wear uniform. Uniform is not a fashion item. It is designed to be both formal and comfortable. If there are any problems please contact the College.

The overall impression should be that of a well-groomed individual who takes pride in their appearance.

The Catmose College website has details of our Uniform Policy and how to order: <http://www.catmosecollege.com/uniform/>



## REPORTS

During the academic year your child will receive regular reports and you will be invited to attend a progress evening to meet with your child's teachers. These reports will give you details about your child's progress and you will also receive detailed feedback from teachers.

Our reports use the RAG system; red, amber and green. If your child is meeting expectations they will be coded as green, if there are some concerns amber, and if there are serious concerns that they will not meet their targets their progress will be coded as red.

Targets are based upon data from Key Stage 2, Cognitive Ability Tests, (CATs) and Reading assessments.

## COLLEGE CATERING

The College catering team, led by Jan Markland, provide a wide choice of hot and cold food, with a high nutritional content at value-for-money prices.

A breakfast is available in the refectory from 8.00am with hot food and snacks for students arriving early at the College while at mid-morning break light snacks are available in both the refectory and restaurant.

We run a staggered lunch system that allows us to keep queues down. Year 7 students take their lunch between 12.20pm and 12.55pm. At lunch a choice of at least three main courses are available, all freshly prepared in the on-site kitchen, of which one is always a vegetarian option. A wide range of packed sandwiches and salads is on offer, as well as soft drinks, juices and fruit. The orangery is also open at lunchtimes serving pizza, pasta and paninis.



## THE LIBRARY

The library is open until 5.00pm every day except Friday when it closes at 4.30pm. It opens each morning at 8.00am. All students who need to complete prep using the library facilities have full access to it at these times and also during lunchtimes.

Please note that food is not permitted in this area.



## PREP

The College values the work students do both in the College and at home. Prep provides an opportunity for students to work independently, to research, to carry out specific tasks and to complete work started in class. It is also valuable to 'read round' a topic and extend the class work. The curriculum that a student follows should be reflected in the prep that a student is given and should extend the student's prior learning.

Students are able to see the prep which has been set by their teachers via the Show My Homework website, which is accessed through the College VLE. An app is also available to download for both parents and students.



As a guide, students at Key Stage 3 (Years 7, 8, 9) can expect approximately 30 minutes of homework per subject per week; Key Stage 4 (Years 10, 11) can expect at least one hour of homework per subject per week.

To help with transition in Year 7 we restrict prep to only English, maths and science in the first term. After this point, when students have settled in, they should expect weekly prep from all subjects.

## ATTENDANCE

We are very proud of the excellent attendance level achieved by our students. Across the entire College students attend regularly and therefore make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum.

If your child is ill:

- On each day of absence contact the College to explain the reason; you can email via: [studentabsence@catmosecollege.com](mailto:studentabsence@catmosecollege.com) or by using the Xpressions app. If we have not received a call or email by 11am we will contact you by telephone to ensure that you are aware of your child's absence.
- If we have no confirmation that you are aware of your child's absence by 12pm, we will pass the details of the absence to the Children's Services duty team at the Local Authority.
- When a student returns to College there must be an absence note handed in, signed and dated. The written note is always required unless an email has been received.
- If after 48 hours there is still no explanation, a letter will be sent home;
- If there is still no response to the College's letter the absence will be recorded as unauthorised.

Further information and support is available from your child's form tutor.

If your child feels ill whilst at College they must tell their teacher who will assess the situation. Students should not contact their parents themselves or leave the premises. The teacher may give a permission slip to go to Client Services who will, if necessary, contact parents.

The College is unable to authorise any absence during term time unless for exceptional, once-in-a-lifetime, circumstances. You should be aware that the Local Authority scrutinise our attendance data and issue penalties for unauthorised term-time absences. Unauthorised absence will form part of a student's record and evidence indicates that students whose absence falls below 92% are less likely to make appropriate academic progress.

Should your child require absence for other personal reasons an authorisation form can be found on the College website or collected from Client Services.

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Executive Principal: Stuart Williams

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