



WELCOME BOOKLET 2025-2026

EQUAL VALUE, OUTSTANDING PROGRESS

CONTENTS

INTRODUCTION

Welcome message from the Principal	3
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COLLEGE LIFE: WHAT YOU NEED TO KNOW

Client Services	4
Uniform	5
ID Cards	5
Equipment	5
Events Calendar	5
Student Mobile Phone Use	5
Getting to and from College	6
College Day/Times	6
Routines for Learning	6

ACADEMIC ESSENTIALS

The Library	7
Prep	7
VLE	7

COLLEGE CATERING

College Catering	8
Free School Meals	8

BEYOND THE CLASSROOM

Electives	9
Extracurricular	9
Catmose Challenge	9
Trips and Visits	10
Sports	10
Performing Arts	10
Music and Drama Lessons	10

STAYING CONNECTED AND INFORMED

Our Standards	11
Groupcall Eduspot	11
ParentPay	11
Attendance	12
Reports	12
How to Make Contact	12

WELCOME MESSAGE FROM THE PRINCIPAL



Dear Parent/Guardian

The move from primary 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. The day is designed to be engaging, so that our new students feel welcome, get to know some of the older students and find their way around the College.

This booklet provides information on the day-to-day matters that will affect you and your child during 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 also plays a key role, they support form tutors in liaising with home and will be happy to answer any questions you may have about any aspect of your child's time at the College.

The website (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. You may email office@catmosecollege.com

Yours faithfully

Stuart Williams

COLLEGE LIFE: WHAT YOU NEED TO KNOW



CLIENT SERVICES

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.

Liam Batkin is the Pastoral Manager and is supported by advisers Helen Petterson, Catherine Thomas, Sarah Crankshaw, Sarah Shipley and David Savage. Ian Bartlett is the Assistant Pastoral Manager. Ceri Mutton is the Designated Safeguarding Lead.

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. office@catmosecollege.com

COLLEGE LIFE: WHAT YOU NEED TO KNOW

UNIFORM

At College, our uniform helps promote pride, unity, and a sense of belonging. It is designed to be smart, comfortable, and practical for everyday learning.

All students are expected to wear the full uniform and present themselves in a neat, well-groomed way.

For full details, please visit the Catmose College [website](#)

WHERE TO PURCHASE UNIFORM

Uniform Direct who also supply to Downton, Gonerby Moor, Grantham, Lincolnshire, NG32 2AB

Kids and More, 9 Crown Walk, Oakham, LE15 6BZ



Stuart Williams
STAFF



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;
- any specialist equipment, including sports kit or ingredients for Food Technology practical lessons;
- the correct College uniform;
- Use of mobile phones is not permitted during the College day.

ID CARDS

Every student will be issued with an ID 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.

The card will be issued at no cost. However, if it is lost or damaged, a £5 fee will apply to cover the administrative and production costs of a replacement. New cards can be ordered through the ParentPay shop accessible from our website. Lanyards are available for £2, and padlocks for lockers can be purchased for £3.50; both are available from the College library.

STUDENT MOBILE PHONE USE

To support a focused and respectful learning environment, mobile phones should not be used during the College day. Phones may be used at the end of the day to contact parents, if needed. If a student is found using their phone during school hours, it will be confiscated and returned at the end of the day.

EVENTS CALENDAR



The College provides an up-to-date calendar with all important dates, available on our website. You can easily access it using the link <https://www.catmosecollege.com/events/> or QR code.

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

COLLEGE LIFE: WHAT YOU NEED TO KNOW

TRAVELLING TO AND FROM COLLEGE

Students arrive at Catmose by various modes of transport or on foot and can enter the College from 8am. They can use this time to complete prep, print work, or meet friends before lessons begin at 8.40am. Additionally, the refectory opens for students to buy drinks or breakfast. Students travelling by coach are dropped off between 8.10am and 8.30am at the front, while car drop-offs can be made outside the College grounds or in the main car park. For safety, please avoid driving between 3.30pm and 3.50pm when students are moving around. Coaches depart daily at 3.50pm, except Wednesday, when they leave at 2.40pm. For more information please visit the College website.

ROUTINES FOR LEARNING

The following routines for learning provide clear and concise guidance for students, promoting a calm and purposeful environment in which mutual respect is the norm.

PREPARE

... to be punctual
... with the right equipment
... by completing prep.

RESPECT

... yourself
... others
... property

CONTRIBUTE

... during a lesson
... by joining a team
... by taking a part in a play
... to your team on an expedition

COLLEGE DAY & TIMES (Please note to the earlier finish on Wednesdays)

MONDAY, TUESDAY, THURSDAY AND FRIDAY												
	P1	P2	P3	P4	P5	P6	P7	P8/LUNCH				TUTORIAL
	8.40 - 9.50	9.50 - 11.15 Including break	11.15 - 12.20		12.20	12.30	12.40	12.50	13.00	13.10		14.05 - 14.35
	70 minutes	70 + 15 minutes	65 minutes		70 + 35 mins							14.35 - 15.40
CATMOSE	DOUBLE	DOUBLE	DOUBLE		[YEAR 11] 12.20 - 12.55							TUTORIAL
	DOUBLE	DOUBLE	DOUBLE		15 mins	[YEAR 7] 12.30 - 13.05						DOUBLE
	DOUBLE	DOUBLE	DOUBLE		25 minutes	[YEAR 8] 12.40 - 13.15						DOUBLE
	DOUBLE	DOUBLE	DOUBLE		35 minutes	[YEAR 9] 12.50 - 13.25						DOUBLE
	DOUBLE	DOUBLE	DOUBLE		40 minutes	[YEAR 10] 13.00 - 13.35						DOUBLE
HARRINGTON	DOUBLE	DOUBLE	DOUBLE		TRIPLE SPLIT 12.20 - 13.10 (50 minutes)				[HS] 13.10 - 14.05			TUTORIAL

WEDNESDAY													
	P1	P2	P3	P4	P5	P6	LUNCH AND ELECTIVES OR INTERVENTION						
	8.40 - 9.50		9.50 - 11.15 Including break		11.15 - 12.20		12.20 - 13.10					13.10 - 14.40	
			70 + 15 minutes		65 minutes		12.20	12.30	12.35	12.40	12.50	13.10	Electives (90 minutes)
CATMOSE	DOUBLE		DOUBLE		DOUBLE		YEAR 7 Lunch 12.20 - 12.50				Tutorial (20 minutes)		
	DOUBLE		DOUBLE		DOUBLE		YEAR 11 Lunch 12.20 - 12.50				Tutorial (20 minutes)		
	DOUBLE		DOUBLE		DOUBLE		Assembly (20 minutes)			YEAR 9 Lunch 12.40 - 13.10			
	DOUBLE		DOUBLE		DOUBLE		Tutorial (15 minutes)		YEAR 8 Lunch 12.35 - 13.10				
	DOUBLE		DOUBLE		DOUBLE		Tutorial (15 minutes)		YEAR 10 Lunch 12.35 - 13.10				
HARRINGTON	DOUBLE		DOUBLE		DOUBLE		Register (10 minutes)	Harrington Lunch 12.30 - 13.10					

ACADEMIC ESSENTIALS

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.



THE VIRTUAL LEARNING ENVIRONMENT (VLE)

Each student receives a unique login and password to access the College's secure computer system. The VLE (Virtual Learning Environment) is their homepage, where they can view resources and access SatchelOne.

The College website (www.catmosecollege.com) is the best source for up-to-date information, including:

- College policies
- SatchelOne
- Weather updates (e.g. snow closures)
- The latest issue of Connect
- Extracurricular activities

PREP

We value the work students do both in school and at home. Prep helps students work independently, research, complete tasks, and extend classroom learning. It aligns with the curriculum and build on prior knowledge.

Students can view their prep assignments via the Show My Homework website, accessible through the College VLE, with an app available for both parents and students.

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

To ease the transition, Year 7 students will have prep in just English, maths, and science during the first term, with all subjects assigned weekly prep after they have settled in.



Connect

A NEWSLETTER FOR PARENTS, STUDENTS AND THE LOCAL COMMUNITY

ISSUE 127 TERM 4

SPRING CONCERT
YEAR 7 THEATRE TRIP
GERMAN EXCHANGE
BATTLEFIELDS TRIP
AND MUCH MORE

HOW TO BUY TICKETS FOR OUR LATEST PRODUCTION - WE WILL ROCK YOU P.20

COLLEGE CATERING



COLLEGE CATERING

Our catering team provide a wide choice of hot and cold food, with a high nutritional content at value-for-money prices.

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 12.30pm and 1.05pm. 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.

FREE SCHOOL MEALS

Please visit our website via this link <https://forms.office.com/e/75fasz3K0F> to complete the Free School Meal application form.



BEYOND THE CLASSROOM

ELECTIVES

Our Electives programme is an essential part of extracurricular life at the College. Students choose short courses on Wednesday afternoons from 12:20pm to 2:40pm (including a 30-minute lunch), led by our staff and visiting experts. After 2:40pm, they can stay for library access or other activities. The Electives complement, not replace, our full range of lunch and after-school activities.

The programme is designed to broaden experiences, develop transferable skills, and support academic success. Students in Year 7 will choose Electives during their first term, with a booklet detailing available courses. Electives provide an opportunity to meet students from Years 7-11 and will run based on interest.



EXTRACURRICULAR

A variety of extracurricular activities and intervention sessions are offered throughout the week, including badminton, cross country, chess, pottery, and choir. The schedule is updated each term.

Parents receive an electronic flyer at the start of each term with details of available activities. Unless specified, all activities run for an hour and are open to all students.

Students can also find the term's extracurricular activities displayed on the screens around College and on the website via this link <https://www.catmosecollege.com/activities/>

CATMOSE CHALLENGE

The Catmose Challenge allows students to earn awards (Bronze, Silver, Gold) by completing challenges in Arts, Cultural, and Physical categories. Students progress by completing two challenges for Bronze, three for Silver, and four for Gold. Some may need extra supervision, marked "PS." The challenges can be found via this link <https://www.catmosecollege.com/catmose-challenge/>

Once completed, students show their work to a tutor and submit their card to Ms Petterson for a certificate and pin badge.

Please encourage your child to share their achievements outside of College, so we can celebrate all their successes!



BEYOND THE CLASSROOM

TRIPS AND VISITS

Year 7 students enjoy a variety of exciting trips to help them get to know new friends and explore different subjects. Highlights include:

- Bushcraft trip: A chance to build friendships while learning outdoor skills.
- Theatre trip: West End show and Pineapple Studios
- Burghley House art trip: An inspiring visit to explore art and history.
- John Clare: A visit to the home of the famous poet for a unique literary experience.

These trips provide memorable opportunities to learn and grow together. More information can be found via this link <https://www.catmosecollege.com/trips-visits/>



PERFORMING ARTS

Drama is a key part of Year 7 life at the College. In lessons, students explore the exciting world of performing arts through the study of pantomime and musical theatre.

A highlight of the year is the West End trip to London, where students watch a live show and take part in a professional workshop at the renowned Pineapple Dance Studios. This experience inspires their own performance back at school.

In the summer term, all Year 7 students work together to rehearse and perform their own version of the musical for parents and guardians, an unforgettable finale to their first year in drama.

MUSIC AND DRAMA LESSONS

Music lessons are held during the College day with specialist teachers, making them easy to fit around family life. Learning an instrument offers the chance to join ensembles and participate in extracurricular events.

We offer lessons in the following: • Cello • Clarinet • Cornet • Drums • Flute • French horn • Guitar (classical, electric & bass) • Keyboard • Piano • Saxophone • Trombone • Trumpet • Violin

For further information please refer to <https://www.catmosecollege.com/music-and-drama/> or email instrumental@rutlandfederation.com



SPORTS

Sport is central to life at Catmose, with over 25 options offered through PE lessons, extracurricular clubs, and our Electives programme. All students have two PE lessons a week, building skills across a wide range of team and individual sports.

Our teams compete at local, regional and national levels, with training and enrichment clubs running at lunchtime and after school throughout the year.

The Sports Scholarship programme supports gifted athletes with expert coaching, mentoring, and access to specialist resources.

Our House system adds friendly competition with over 40 events each year—ranging from sports like football and cross country to debating, cookery, and talent shows—giving every student a chance to get involved.

STAYING CONNECTED AND INFORMED



Communication Policy here

OUR STANDARDS

We take pride in maintaining clear, high-quality communication with parents and guardians. You can expect our staff to be friendly, polite, and helpful in all interactions.

If you contact us by letter, email or Eduspot:

- A member of staff will take responsibility for your enquiry.
- We will acknowledge your email or Eduspot 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.

GROUPOCALL EDUSPOT

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 Eduspot app, available for both Apple and Android, and log-in using the details we have on file for you.



PARENTPAY

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 £6 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.



STAYING CONNECTED AND INFORMED

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.

Reports and appointments for progress evenings can be accessed/made via Edulink.

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. Key dates will be sent during Term 1



ATTENDANCE

We are proud of our students' strong attendance, which contributes significantly to their academic progress. We also thank parents and guardians for their continued support in keeping absences to a minimum.

If your child is ill:

- On each day of absence, a parent/guardian must contact the College to explain the reason; this can be done using email via: studentabsence@catmosecollege.com or by using the Groupcall Eduspot app or Edulink. If we have not received contact from the parent/guardian we will make contact by telephone to ensure that they are aware of the child's absence.
- If we have no confirmation of the reason for the child's absence, a member of College staff may take further measures such as carrying out a Welfare Visit at the child's home address, notifying the police or notifying other external agencies. We will always prioritise any follow up actions for those students who we know to be vulnerable. If we receive no communication within 48 hours as to the child's whereabouts, we will contact the police and/or social care.
- The College must have the details of the absence either sent by note and handed to the form tutor, signed and dated, or sent via email.
- If after 48 hours there is still no response to the College's communication about the reason for the absence, it will be recorded as unauthorised unless exceptional circumstances have legitimately delayed communication.

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

HOW TO MAKE CONTACT

Catmose College, Huntsmans Drive, Oakham, Rutland LE15 6RP
Tel: 01572 770066

General enquiries: office@catmosecollege.com
Client Services: office@catmosecollege.com
Finance (Trips/Transport/Free School Meals/ParentPay): finance@catmosecollege.com
Student Absence: studentabsence@catmosecollege.com
IT support (Edulink/SatchelOne): ITSUPPORT@catmosecollege.com

USEFUL LINKS

Term Dates: <https://www.catmosecollege.com/information/term-dates/>
Policies: <https://www.catmosecollege.com/policies/>
Transport: <https://www.catmosecollege.com/school-transport/>

You can find out more about life at Catmose College via our social media accounts;
Facebook: [Facebook.com/CatmoseCollege](https://www.facebook.com/CatmoseCollege)
Instagram: [Instagram.com/catmose_college_oakham](https://www.instagram.com/catmose_college_oakham)
YouTube: [YouTube.com/CatmoseFederation](https://www.youtube.com/CatmoseFederation)

PARENTAL & STUDENT LINKS

Apps will be available for download after students begin.

