



PUPIL HANDBOOK

2024/25



COMBERTON
VILLAGE COLLEGE

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PREFACE

I am delighted to be able to commend this pupil handbook. As a school, we are strongly committed to seeking to work in meaningful and positive partnership with pupils and their families to support the best possible education for all young people in our care. This handbook is a genuine attempt to try to be helpful in that partnership. We do hope that pupils, parents and carers find it useful. Please do use it. Please do also provide us with any feedback about it. We would find this genuinely helpful and will endeavour to take on board all such comments in the future development of these handbooks.

Peter Law, Principal

Aims and Values

Comberton Village College aims to develop the full positive potential of every individual pupil in its care.

It recognises that this means the full development of the different parts of individuals' life including:

- Intellectual and academic
- Moral
- Artistic
- Physical
- Spiritual
- Cultural
- Social

This means that our educational provision must be broad and not too narrowly focused. It means that we wish to support every pupil to develop and achieve in many ways and many areas.

We wish to encourage every individual to become caring, confident and capable. We expect everyone to take their place as a responsible citizen in our local and global society.

In order to achieve our aims, we will try to ensure:

- Standards of achievement in all areas by all pupils that are the highest of which they are capable.
- Teaching of the highest standard that allows all individuals to learn as effectively as is possible.
- All staff will lead by example and act as positive role models.
- A strong, positive and caring ethos that values every individual and every individual's achievements.
- A broad range of opportunities, both within and outside the formal curriculum that allows all individuals to flourish.
- Resources and facilities that permit and support effective learning for every individual.
- Leadership and management that inspires and guides every individual to achieve their full potential.
- Positive work and relationships with parents, the local community and other educational establishments to help to support the learning of all.

YEAR GROUPS TEAMS AND TUTORS 2024/2025

Year	Pastoral team	TG	Room	Tutor	Attached staff
Year 7		C	Sc13	Tim Benger	Jason Mannion (Mon, Wed)
DP	Regina Lawrence	O	Sc11	David McNicol	Mark Dawes (Wed, Thur)
AP	Jane Clarke / Katie Slusar-Fletcher	M	Sc10	Rebecca Kingston	Charlotte Gilhooly (Mon, Tues, Thur, Fri)
HoY	R Phull	B	SC1	Will Vousden (Mon-Thurs) / Ellie Baker-Grey	Morag Gillings (Wed, Fri)
AHoY	Rebecca Kirkby	I	Sc7	Ben Cook	Eleanor Norman (Mon, Tues, Thur)
		E	Sc12	Laura Armorgie	Nick Wong (Tues, Thur)
A2HoY	Ewa Wojtowicz-Moj	R	Sc5	Tristan Bloska	
		T	Sc2	Isabel Lloyd	
Assembly	Monday	N	Sc3	Jessica Landy	
		V	Sc4	Lily Miles	
Year 8		C	Hi2	Ross Potter	Hannah Carter (Mon-Wed)
DP	Regina Lawrence	O	RPE2	Jamie Magan	Chris Barton (Mon & Thur)
AP	Suzanne Smith	M	RPE3	George Waine	Sarah Carbonero
		B	RPE1	Thomas White	Oliver Shelley (M,Tu,Th,F)
HoY	Matthew Knight	I	Sc8	Chris Baker	Helen Bryant
AHoY	Jess Quick	E	Ma9	Gill Heathcote (M,T, Th) / Karen Dodson (W, Fr)	
A2HoY	Claire Cook	R	Hi3	Hannah Compton (M,Tu,Th,Fr) / Oliver Shelley (W)	
		T	Sc9	Sally Gabriel Hacker	
		N	Ma8	Ambreen Sajid	
Assembly	Tuesday	V	Hi1	Haydn Morgan	
Year 9		C	En5	Georgie Harnwell	Jenny Barker (Mon, Tues, Thur)
DP	Regina Lawrence	O	En2	Roger Jackson	Jaya Hilman (M,Tu,Th,Fr)
AP	Sarah Higgs	M	En3	Jennie Girling	Sally Newton (Mon, Wed)
HoY	Donna Jones	B	En4	Vicky Grange (M,W,Th) / Ida Blomberg (Tu, Fr)	Ida Blomberg (Tues, Wed, Fri)
AHoY	Amy Barker	I	En1	Tracey Seagrove	Kara Earl
A2HoY	Tita Tsiropoulou	E	En6	Jonathan Berwick	Sally Harding
		R	En7	James Hyde (mon, Wed, Thur, Fri) / Sally Newton (Tue)	
		T	En8	Megan Wareham (Mon, Tue, Thur, Fri) / Emily F-H (Wed)	
Assembly:	Wednesday	N	CPR8	Amy Lunn	
		V	En9	Anna Oliver (M, Tu, Fr) / Rebecca Larter (W, Th)	

Year 10		C	Ma6	Andrew Kearns (Mon, Tue, Thur, Fri) / Matt Wood (Wed)	Mim Segal (Mon - Thurs Student Leadership)
DP	Sean Sycamore	O	Ge3	Jude Bristow	Abbey Cotton / PJ Burns
AP	Suzanne Smith	M	Ge1	Travis Knopf	Joe Asensi
HoY	Ann Roberts	B	Ma2	Hannah McLoughlini	Jennifer Wan (Mon, Tues)
AHoY	PJ Burns / Abbey Cotton	I	Ma1	Joseph Utteridge	Matt Wood
A2HoY	Nikki Pinder	E	Ma5	Gwen Chilton (Tue, Wed, Fri) / Mim Segal (Mon, Thur)	Izzy Richards
		R	Ge2	Agnieszka Barcz-Morgan	
		T	Ma7	Jess Roffey	
		N	Ma3	Thomas Carbonero	
Assembly: Thursday		V	Ma4	Martina Marsh (Mon, Tus, Wed, Fri) / Jennifer Wan (Thur)	
Year 11		C	MFL1	Roisin Cox (M,Tu) / Emily Goodson (W, Th, Fr)	Roisin Cox (Th, Fr)
DP	Sean Sycamore	O	CPR3	Robert Law	Victoria Edmans (Mon, Thur)
AP	Nigel Carrick	M	MFL6	Stephen Winter	Silouani Craveiro (Tue, Fri)
HoY	Marielle Burgess	B	MFL5	Katie Burden	Lee Van de Graaf (M,Tu, Th, Fr)
AHoY	James Roberts	I	MFL7	Maya Sankaran (Tues, Wed, Fri) / Catherine McKenzie-Smith (Mon, Thur)	Mike Wilce (Tu, W, Th)
A2HoY	Catherine Fox	E	MA10	Mike Wilce (Mon, Wed) / Kimberley Allen (Tu, Th, Fr)	Adam Gooch (Th)
		R	MFL8	Antony Collier	
		T	MFL4	Chris Garton	
		N	MFL3	Vicki Dunn (Mon, Tues, Thur, Fri) / SilouaniCraveiro (Wed)	
Assembly: Friday		V	MFL3	Clare Allinson	

STRUCTURE OF THE SCHOOL DAY



Lesson start times:

Registration:	8.30am
Period 1:	8.50am
Period 2:	9.40am
Period 3:	10.50am
Period 4:	11.40am
Period 5:	1.10pm
Period 6:	2.00pm

Buzzer times:

8.25am	warning for morning registration
8.45am	end of registration
9.40am	end of period 1
10.30am	break
10.45am	end of break warning
11.40am	end of period 3
12.30pm	lunch
1.05pm	warning for start of period 5
2.00pm	end of period 5
2.50pm	end of school

Assembly days:

Monday	Year 7
Tuesday	Year 8
Wednesday	Year 9
Thursday	Year 10
Friday	Year 11

Year teams are on bus duty (at front of school) 2.50pm on the same day as their assembly.

SCHOOL TERM & HOLIDAY DATES 2024/2025

Autumn Term 2024	Week beginning	Week A/B	Important Events
September 2024	2 nd	A	Autumn Term opens – Year 7 and 12
	9 th	B	Autumn Term opens to years 7,11,12,13
	16 th	A	Autumn Term opens to all years
	23 rd	B	
	30 th	A	
October 2024	7 th	B	3 rd October - Open Evening - School Closed for staff training
	14 th	A	
	21 st	B	
	28 th – 1 st Nov		Half term
November 2024	4 th	A	
	11 th	B	
	18 th	A	
	25 th	B	
December 2024	2 nd	A	6 th Dec school closed - staff training day
	9 th	B	
	16 th	A	Fri 20 th December last day of Autumn Term
	23 rd – 3 rd Jan		Christmas Holidays
Spring Term 2025			
January 2025	6 th	B	Mon 6 th January – Staff Training Day Tues 7 th January – School opens to all pupils
	13 th	A	
	20 th	B	
	27 th	A	
February 2025	3 rd	B	
	10 th	A	
	17 th – 21 st		Half Term
	24 th	B	
March 2025	3 rd	A	
	10 th	B	
	17 th	A	
	24 th	B	

	31 st	A	Friday 4 th April is the last day of the Spring Term
April 2025	7 th – 21 st		Easter Break
	21 st	B	22 nd April – Staff training day 23 rd April – School opens to all pupils
	28 th	A	
May 2025	5 th	B	5 th May - Bank Holiday (school closed)
	12 th	A	
	19 th	B	
	26 th – 30 th		Half Term
June 2025	2 nd	A	
	9 th	B	
	16 th	A	
	23 rd	B	
	30 th	A	
July 2024	7 th – 11 th		Activities week for Years 8 & 9
	14 th	B	
	21 st	A	Wednesday 23 rd July - last day of summer term

KEY DATES IN THE SCHOOL CALENDAR 2024-2025

Key dates in the school calendar	2024-2025
Year 7 Meet the Tutor Evening	Thurs 19 th September 2024
Year 12 Intro Parents' Evening	Thurs 26 th September 2024
School Opening Evening	Thurs 3rd October 2024
Year 11 Parents' Evening	Thurs 5 th December 2024
Year 13 Parents' Evening	Thurs 12 th December 2024
Year 7 Parent's Evening	Thurs 16 th January 2025
Year 12 Parents Evening	Thurs 6 th February 2025
Yr 9 Options Evening	Thurs 13 th February 2025
Yr 9 Parents' Evening	Thurs 27 th February 2025
Yr 10 Parents' Evening	Thurs 27 th March 2025
Yr 8 Parents' Evening	Thurs 8 th May 2025
CSF Open Evening	Wed 25 th June 2025
Yr 10 Work Experience	30 th June – 11 th July

PUPIL CODE OF CONDUCT

At Comberton, we aim for all pupils to achieve their full potential. The following points are the expectations the school has of pupils and pupils have of each other. Following this code means staff and pupils can work together and all can participate positively and effectively in school life.

All members of the college should be considerate of those around them, become involved in school life and aim to achieve their full potential.

Expectations of pupils to consider others:

- Speak respectfully and calmly to all people at school; teachers, support staff, pupils and visitors
- Speak respectfully and calmly to all people you encounter when on school trips or when representing the school
- Respond promptly to instructions given by adults
- Respect the property of other people
- Respect the school building and school property
- Do not drop litter; pick it up when asked to
- Behave sensibly when moving around the school, respecting the safety and well-being of others
- Behave appropriately when travelling to and from school
- Wear the correct uniform for school
- Behave appropriately in lessons

Expectations of pupils to achieve their potential:

- Complete all classwork to the best ability
- Listen carefully, and contribute constructively in class
- Complete independent pieces of work to the highest standard, whether in school or at home
- Present work well, with thought and care
- Hand in all work and projects by the set deadline
- Have all the correct equipment and books needed to work effectively in class
- Arrive on time at the start of the school day and for all lessons and meetings

There are other documents and policies that relate to some parts of this Code of Conduct. Many of these can be found on the school website e.g. Positive Behaviour Policy, Uniform Policy, Acceptable Use of ICT Policy, Personal Mobile Devices policy, Homework Policy.

CVC UNIFORM SUMMARY

For full information visit our website at <http://www.combertonvc.org/Uniform>

A summary is below:

Shirts	College polo shirt. Any garment worn under the polo shirt must not be visible whether the shirt is worn buttoned or unbuttoned.
Sweatshirts	College sweatshirt as sold by the suppliers
Trousers	As sold by our supplier.
Skirts	As sold by our supplier and must touch the knee. New skirts are advised to cover the knee to allow for student growth. Logos will be required to be visible at bottom of the skirt, as sold by the supplier. These can be worn with plain tights and/or socks. Additional information regarding the specification for the wearing of sock and tights is included below.
Shoes	These should be flat and all black (including soles). They should be suitable for movement around a large, busy school. They must be able to be securely fastened and worn accordingly. Backless sandals, mules, raised heels or boots are not acceptable.
Shorts	As sold by our supplier. They must be worn with socks which should be grey, black or white.
Socks	These should be ankle length and in black, white or grey.
Tights	If worn these should be black or neutral and unpatterned. Leggings or footless tights are not acceptable. Where tights and socks are worn together, both must be all black. Combinations of colours are not permitted.
Jewellery	The only jewellery permitted is one small, plain stud in each pierced ear. Nose studs and other facial piercings (including temporary blank/neutral retainers) are not acceptable. All jewellery and piercings must be completely removed for PE. Earrings cannot be taped or covered at any time within the school. Please ensure that new piercing is only done at the beginning of the summer holiday and not done within the academic year.
Hairstyles	Extreme haircuts as judged by the college are not acceptable. Shaven heads or any haircut which involves the shaving of lines or symbols, extreme coloration or particularly noticeable variations in colour or length will almost certainly be judged as extreme.
Makeup	Any make-up which is obvious and noticeable is not acceptable. Eyeliner, eye shadow, false eye lashes, nail-varnish, gel nails and false nails are not acceptable.
Coats/outer layer	Any outside coat/outer layer should be plain and appropriate. Coats/outer layers can only be worn over the college sweatshirt and not instead of it. The school fleece is the only outer garment that may be worn in the classroom.
Apron	An apron will be required for the food and nutrition curriculum only.

PE Department Kit Policy

Students must **bring their PE kit to every PE lesson**. In the event that a student is unwell or injured, they should arrive with full PE kit and a note from their parent or carer. Staff will then support students in maintaining an active role within the lessons which considers the injury or illness which the student is suffering from. The CVC kit that students are required to wear is as follows:

PE kit compulsory items for both boys and girls

Navy PE shorts (no logo and not fitted)

Sky blue CVC polo shirt

Sky blue football/hockey socks

Additional footwear that are not their current school shoes – they should be suitable for the sport.

PE kit compulsory for boys

Blue and gold CVC rugby top OR the new black and pale blue CVC rugby top (please note, both are acceptable)

Optional items for boys and girls

These are not compulsory items. Alternatives are not allowed.

Navy blue CVC hoody

Navy blue tracksuit bottoms (NOT sweatpants style and no (or very small) branding)

Navy blue baselayers

Optional item for girls

Navy blue skort (Skirt must be longer than the shorts and only small or no branding)

Due to the nature of the activities in this subject, all students **should have a separate pair of trainers** which are in addition to their school shoes, pumps such as 'Vans' or 'Converse' are not adequate for PE and students should not be wearing their school shoes for PE.

There may be some activities where students require specialist equipment. Students should wear studded boots when participating in games on the school field, such as football and rugby. We strongly recommend that students wear mouth guards when participating in rugby and hockey and that shin pads are essential when performing in football and hockey.

Students are permitted to wear a small pair of studs in their ears while at school. **However, please be aware that all jewellery must be removed for PE lessons. This includes all piercings, plastic or metal and friendship bands.** These items represent a potential hazard, not only to the wearer but also to other children. The Association for Physical Education Safe Practice confirms that any jewellery worn in Physical Education lessons is an unnecessary risk and should be avoided at all times. Serious accidents have occurred as a result of contact between pupils wearing earrings or studs with other pupils or equipment. **Taping over earrings is no longer a sufficient practice as it does not effectively prevent injury, particularly impact injuries.** With this in mind, we expect that students considering any piercings in the near future undertake them at the beginning of the summer break and not during the school year. It is not acceptable to wear piercings to school that cannot be removed.

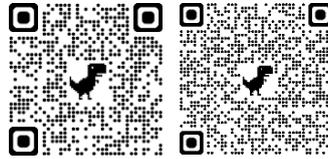
For full information visit our website at <https://www.combertonvc.org/parent-and-student-information/uniform>

The school uniform at Comberton Village College is primarily focused on providing pupils with the following:

- An easily distinguished attire which further enhances the safeguarding of children (both in school and whilst travelling to and from).
- Promoting the ethos of the school and providing a sense of belonging.
- Preparing pupils for the work setting.
- A comfortable and durable clothing which is best suited to the learning environment of the College.

Pupils are expected to wear full uniform when in school, unless there are specific exceptions where there are genuine and accepted reasons for any variations (For example – temporary change to accommodate an injury, as appropriate). Uniform is expected to be worn during transport to and from school, particularly where this involves school or public bus services, travelling on foot or by bike/scooter.

Pupils not conforming to the expectations of the uniform will be sanctioned accordingly. This will be in line with the school's Positive Behaviour policy and may be escalated for repeated uniform concerns.



MAIN INFORMATION SYSTEMS

Bromcom



The College uses a system called Bromcom to register pupils, assign homework and track behaviour. Pupils have access through the Student Portal website; parents have similar access through the My Child At School website or app. Parents' accounts will be set up using the email addresses from the registration form. Further information about how parents can access their account will be communicated in September.

The system allows pupils and parents to:

- View their timetable
- View and keep track of their homework tasks
- View behaviour logs

The behaviour log information is directly linked to our Positive Behaviour policy and therefore stores information relating to both rewards and sanctions for your child.

Go 4 Schools



The College uses a system called GO 4 Schools to track pupil progress. Further information about pupil and parent access to GO 4 Schools will be communicated when assessment information for your child becomes available.



Parentpay - Online Payments

Comberton Village College uses ParentPay, an online payment system for parents. ParentPay is used in many schools and parents can make their payments online 24 hours a day, 7 days a week. Your parents can make payments for school trips, school meals and various other items. This means that parents do not have to remember to write cheques or give you cash to take in to school. Furthermore, ParentPay helps parents to view their accounts online where it is easy to track payments that have been made.

Should your parents prefer not to pay by ParentPay, cheques can be posted into the cheque post box which is located outside the Finance Office. Please write your name, tutor group and reason for the payment on the back of the cheque. Alternatively, cheques can be posted to the school address c/o Finance Department. Payments in excess of £20 should be paid either by ParentPay or cheque so that you are not carrying around large amounts of cash. All cheques should be made payable to The Cam Academy Trust.

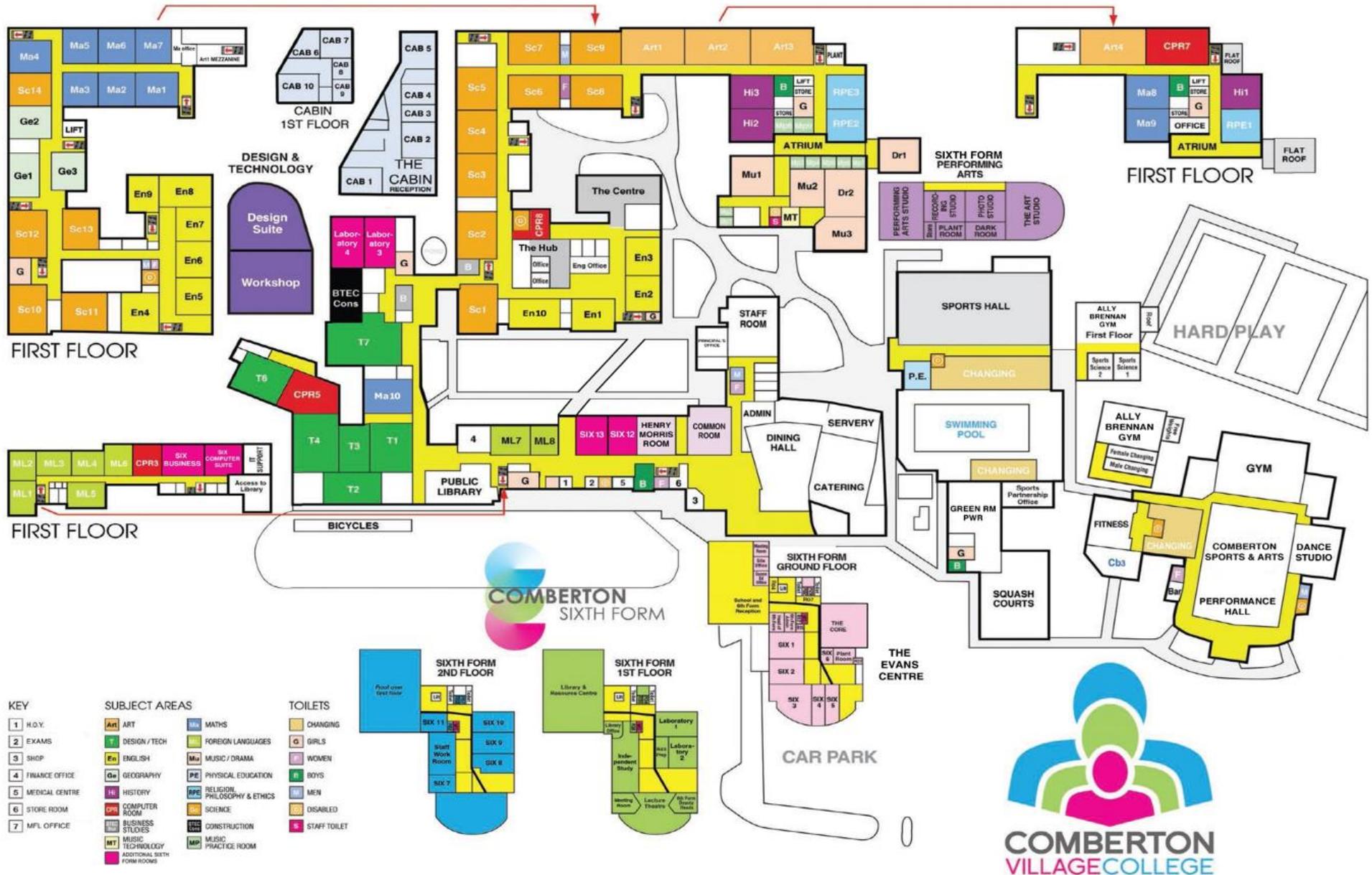
For further information please click [here](#)

COMMONLY USED ABBREVIATIONS AND ACRONYMS

X half	Forms COMBI
Y half	Forms ERTNV
KS3	Key Stage 3 – the curriculum between Year 7 (age 11) and Year 9 (age 14).
KS4	Key Stage 4 – the curriculum in Years 10 and 11 (14 – 16 year olds)
KS5	Key Stage 5 – the Sixth Form curriculum
OFSTED	The Inspectorate of Schools (Office for Standards in Education)
A level	The examinations students take after GCSE at 6 th form level
GCSE	General Certificate of Education – exams usually taken by students at the end of Year 11.
BTEC	Vocational qualification
SENCO	The person in charge of children with Special Educational Needs – Special Education Needs Coordinator
SLG	Senior Leadership Group
DP	Deputy Principal
AP	Assistant Principal
HOD	Head of Department
HOY	Head of Year
AHOY	Assistant Head of Year
A2HOY	Administrator to Head of Year
TA	Teaching Assistant
MFL	Modern Foreign Languages
PSHE	Personal, Social, Health Education
RPE	Religion, Philosophy & Ethics
MOD	Minor Offences Detention.
G4S	Go 4 School – the system used to track pupil progress
CVC	Comberton Village College
CSF	Comberton Sixth Form
CSA	The Leisure Centre attached to Comberton that look after the gym, sports facilities and performance hall

NB – form groups in Year 7-11 are given a letter that spells out COMBERTON VILLAGE COLLEGE

SITE MAP



ESSENTIAL EQUIPMENT LIST

There are key items which we would strongly suggest are carried at all times by our pupils. These are as follows:

A reading book
 Pens (blue and black)
 HB pencil and pencil sharpener Rubber
 30 cms ruler (graduated in cm and mm) Glue stick
 Highlighters
 Pair of safe scissors
 Headphones which are compatible with their iPad
 (from Sept 2024 new ipads no longer have a headphone jack)

<p>Art A letter will come out at the beginning of Year 7 regarding the details of attaining classwork/homework sketchbooks and equipment through the school.</p>	<p>DT Scissors Small pack of coloured pencils Black fineliner pen (optional)</p>
<p>Food & Nutrition Apron Tea towel Ingredients (when required) Relevant dishes for cooking A container to transport home (for practical lessons only)</p>	<p>Maths The previously recommended calculator (Casio fx-83GTCW) has been discontinued we would now recommend the Casio Fx-85GTCW – both calculators are acceptable.</p> <p>During the year as directed by the class teacher: Protractor (angle measurer) A pair of compasses</p>
<p>Music A pair of lightweight headphones or in-ear buds with mini-jack termination</p>	<p>PE Kit list on website: <u>Uniform - Comberton Village College (combertonvc.org)</u></p> <p>Please note that Year 7s have 5 periods of PE a fortnight (2x double periods and 1x single lesson).</p>
<p>Science Scientific calculator Protractor A pair of compasses</p>	<p>MFL A green pen</p>

Please note a stationery shop is in the School Library and its opening hours are Monday – Friday, 8am-4pm. They stock all essential items including the recommended calculator and clear pencil cases.

TRAVEL TO AND FROM SCHOOL - CODE OF CONDUCT

Responsibility

All pupils are expected to behave in a responsible and courteous manner when travelling on the school buses.

Rights

All pupils have the right to travel to and from school in safety. Any behaviour which distracts the driver is dangerous and will not be tolerated.

Rules

All buses have rules. Pupils travelling on the bus should respect the rules. Please travel on the bus allocated to you and carry your bus pass at all times. Temporary passes must be obtained from Mrs Collins at lunchtime if you have lost yours.

The school Code of Conduct applies off the premises during school visits and when travelling to and from school. Students who do not heed our Code of Conduct will be dealt with in accordance with our published sanctions policy.

Bad behaviour on the bus will lead to a series of warning letters and escalating sanctions. This is outlined on the following page. A permanent ban from the buses could apply.

Please remember:

- Wait sensibly at the bus stop.
- If a bus is late in the morning, wait.
- If the bus is late at the end of a day wait in an orderly queue at the front of the school.
- The school code of conduct applies on the buses.
- Smoking/vaping sanctions apply on the buses, in the same way as they do in school.
- Stay seated whilst travelling and wear the seat belt. (where applicable)
- No eating, drinking or littering.
- Treat each other with respect.



CODE OF CONDUCT FOR BUS JOURNEYS

- We are still at school on the bus, so act in the same way
- Have your bus pass ready to show the driver
- Respect the seats and wear seatbelts where provided
- Be patient with the drivers - they do not decide the route
- Stay in your seat and do not distract the driver
- Think about others (especially when listening to music-not everyone will want to listen)
- Never throw anything
- Obey the instructions of the bus driver and the bus leaders



Supporting the code of conduct for the buses

The ladder of sanctions is designed to support the maintenance of appropriate behaviour as outlined in the Code of Conduct for the Buses. It is designed to support the drivers in driving safely without distraction, to allow all pupils to have a positive experience on their bus journeys to and from school, and to support the bus prefects in maintaining an appropriate ethos of behaviour. The 'ladder' is designed to be interpreted flexibly: relatively minor misdemeanours would incur entry at Stage 1. Serious misdemeanours such as causing serious distraction to the driver or other road users, or causing damage to property, would warrant entry at a higher level.

Any damage caused to the fabric of the vehicle, personal belongings or costs related to cleaning of the vehicle will be issued to students on behalf of the bus company.

Stage	Sanction
1	Formal written warning (via email to parents, as well as recorded on BromCom as a behaviour log)
2	Letter home and Senior Leadership Group detention
3	Letter home and a Principal's Detention
4	Letter home, a Principal's Detention and fixed-term loss of bus pass
5	Letter home, 2 Principal's detentions and longer fixed-term loss of bus pass
6	Permanent withdrawal of bus pass

Cycling and Walking to School

Pupils that chose to cycle to school are encouraged to wear correctly fitted cycle helmets and use appropriate reflective clothing, ie bright and conspicuous, and lights when visibility is poor. It is strongly recommended that cyclists complete an appropriate cycling training course. Pupils should always be alert, aware of other road users and should act responsibly at all times for the safety of themselves and others.

Pupils that walk to school should always act responsibly and be aware of other pedestrians and traffic, showing respect.

All pupils travelling to and from school, in school uniform are representatives of the school and are expected to always adhere to the school ethos of "Caring, Confident and Capable"

Access to the Co-op

The Co-op is a local community provision which is intended for all to use. Due to the lack of formal crossing and the potential for large volumes of pupils trying to access the store at one time, pupils are not permitted to enter the shop between 8am and 3pm.

A pupil can access the store between 8am and 3pm, when supervised by an appropriate adult or a member of the College staff.

When pupils are permitted to access the store, it is expected that their behaviour will be inline with the wider school ethos and code of conduct. Any concerns with pupil conduct will be followed up by the Co-op and may result in police involvement, bans or both.

LIBRARY RESOURCE CENTRE

We are fortunate to have a spacious and vibrant library at the front of school. Open from 8.00am to 4.00pm (Mon - Fri) with book borrowing, computer facilities, and welcoming, helpful staff, the library is a popular place for students to read, research, study and print homework. Borrowing is free although lost books will be charged for. The cashless catering card works as the library card. Essential school stationery can be purchased at the library desk.

The library is the venue for reading clubs after school; we have regular author visits and book signings. Pupils are expected to behave considerately and to be reasonably quiet in order to maintain a pleasant working environment.



Appropriate use of the Library after school

Our Library is used by 6th formers and other students for revision and personal study. To this end, if pupils are in the library after school, they are expected to be working/reading quietly, the computers should only be used for schoolwork. Pupils not working quietly or looking for somewhere to socialise with their friends, eat, play on their phones or play computer games etc. will be asked to leave.

iPADS FOR LEARNING

At Comberton Village College we are committed to giving every pupil the best education possible. Since September 2023, all pupils in years 7 to 11 have had the use of an iPad as an additional tool to support their learning. There is no doubt that digital technology will continue to transform the workplace and all aspects of our life. We have a responsibility to our pupils to equip you with the skills necessary to succeed in that 21st century workplace:

- to be digitally literate
- to be able to think and work independently
- to be able to problem-solve
- to collaborate with one another

We believe that technology can play a crucial role in the classroom, transforming the learning opportunities available to our pupils.

We believe that iPads empower us to work together to open new avenues to learning, so that our pupils are flexible and creative and better prepared for the future.

We work with Albion, an Apple Solution Expert for Education (<https://www.albion.co.uk/education/apple-in-education>), so that our pupils can use technology for learning both in school and at home. The College will make no profit from the parental donations. In return for supporting the scheme, you will receive a 9th generation iPad, case and screen protector, wall charger, full insurance for the iPad against damage and theft, all software and applications needed and technical support during school hours.

Our iPad scheme is funded using parental donations. The Parent/carers responsibilities are:

- To make voluntary regular donations through a monthly direct debit agreement.
- To notify the school of any adjustments that are made to the direct debit.
- To notify the school at the earliest opportunity of any likelihood of being unable to meet a month/term's donation or of cancelling of the direct debit.
- To ensure that their child takes appropriate care of the device at all times and keeps it in the case provided. If their child damages the case, parents / carers will be asked to pay the entire cost of a new one. If the charger is damaged, parents / carers will purchase a new one.
- To pay 50% of the damage costs for a second claim and 100% of the damage cost for all subsequent claims.
- To contact the school immediately if their child's device is lost so that appropriate steps can be taken to locate it.

CVC PERSONAL MOBILE DEVICE POLICY

Personal Mobile Devices (PMD) includes mobile phones, tablets, smart watches and any other internet-connected devices, including devices able to record or play audio or video, such as headphones, Bluetooth speakers or action cameras (eg GoPros). This also includes any devices which are lent by the school or leased as part of a school iPad scheme.

For the purpose of this policy the term 'pupils' refers to years 7-11 and 'students' is used for year 12 and 13 in Sixth form

For pupils/students who bring PMDs into the Comberton Village College and Sixth Form:

- The use of PMDs is covered by the **Acceptable Use of ICT Policy** which pupils and students will be required to agree to.
- Pupils and Students are responsible for any PMD brought into school and the school accepts no liability for the loss, theft or damage of the device.
- These rules also apply during school trips, residential or extracurricular activities – see the **Trips Policy** for more details.
- Pupils and Students may not use a PMD to record anything that occurs within the school grounds without permission. This includes recording visually (photos) and audio (sound or video). When recording is part of a planned learning activity, students must carefully follow the instructions of staff about what is permitted to be recorded.
- Pupils and Students are not allowed to store images of students in uniform, images of staff, inappropriate images, video or sounds on a PMD.
- Pupils and Students should use a password or pin number to stop other people using their PMD.

Contact with home during the school day (08:25 to 14:50)

- If pupils need to contact parents or carers, they will do so on a school phone.
- If parents or carers want to contact their child, this must be through the school office/relevant Year office.
- Pupils are not permitted to use a PMD to send messages, texts or take or receive telephone calls, whilst on the school premises, without permission from a member of staff.

PMDs and headphones

- PMD must be switched off and kept in bags from the moment pupils cross the school threshold in the morning till 2:50pm.
- Headphones must be placed in bags and not used on site unless for learning purposes e.g. listening practice in MFL lessons
- Pupils will only be allowed to use their PMD when given permission from a member of staff during lessons. e.g. using iPads for learning.
- Pupils permitted use of the PMD is before crossing the school threshold in the morning and after 2:50pm and includes during bus journeys with the exception of iPads for learning in lessons.
- When permitted use is granted, pupils and students must conform to the acceptable use policy.
- Sixth Form students are permitted to use PMDs in the sixth form building(s) and designated outside spaces, but not around the general school site.

Consequences for misuse

Where pupils and students do not follow the above expectations, the device will be confiscated and handed to reception for safe keeping. The device will be available for collection at the end of the school day. The incident will be recorded in MyConcern for the e-safety lead to follow up- links to **Safeguarding Policy**. Parents/carers should be informed of the confiscation, as well as being notified of the risk of escalations, where the misuse persists. If a safeguarding risk has been identified e.g. misuse of social media parents/carers will also be offered support and advice on e-safety for use at home and guidance on next steps.

IT – PUPIL ACCEPTABLE USE POLICY

Comberton Village College recognise the essential and important contribution that technology plays in promoting learning and development, both at school and at home. We believe that by fully embracing technology in the education process we can help our pupils and students to:

- Learn powerfully.
- Learn for life.
- Learn from one another.

(For the purpose of this policy the term pupils refers to children in years 7-11 and students to those in sixth form.)

Comberton Village College seeks to ensure that all members of our community are safe and responsible users of technology. We will support our pupils and students to:

- Become empowered and responsible digital creators and users.
- Use our resources and technology safely, carefully, and responsibly, respecting system security and password security.
- Be kind online and help us to create a community that is respectful and caring, on and offline.
- Be safe and sensible online, and always know that all Students can talk to a trusted adult if they are unsure or need help.

All pupils and students within our school have the opportunity to use a range of IT resources, including internet access, as an essential part of learning. This includes access to:

- iPads, desktop, and laptop computers.
- The internet, which may include search engines and educational sites.
- School learning platforms such as the CATalogue, Teams, and OneNote.
- Microsoft 365 which includes desktop applications, email, chat, and video conferencing.
- Digital cameras, webcams, and video cameras.

This policy sets out our expectations of pupils and students and how they use and interact with IT systems in our school.

General Expectations

- Pupils and students (and their parents/carers if working remotely) will be expected to take responsibility for the use of all IT related to schoolwork, making sure that the technology is used safely, responsibly, and legally.
- Pupils and students (and their parents/carers if working remotely) will be expected to take personal responsibility for their own e-safety. Advice and resources can be found on the school website [E-safety - Comberton Village College \(combertonvc.org\)](https://www.combertonvc.org).
- Pupils and students must not give out any personal details or arrange to meet someone online without the written permission of a parent, carer, or teacher.
- Pupils and students must report anything that makes them feel uncomfortable or unhappy to a teacher or trusted adult.
- Pupils and students must not make or distribute, still images or recordings, video, or audio of anyone involved **in any school activities**. This applies regardless of whether permission is given or not by the participant.
- Pupils and students must not store any images/video taken of others with their permission i.e., within lessons such as BTEC PE on any personal device. Any image/video taken on a personal device must be uploaded to OneDrive within the Trust Microsoft Office 365 platform and any copies on their own device must be deleted.
- There must be no recording of sound, video, or image, in any way.
- Pupils and students must use email responsibly and always be polite and respectful.
- For schoolwork pupils and students must only use email or other messaging methods that are provided by the CAM Academy Trust.
- IT systems must not be used for bullying or harassing others or in a way that will bring the school into disrepute.

- Pupils and students must not download or install any software or files on the school's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that they do not know.
- USB drive (memory stick) that are used in school to store or transfer files must have been virus checked first.
- Pupils and students must not intentionally gain access to unsuitable or illegal sites, nor try to use any programs that allow them to bypass any filtering/security systems.
- Pupils and students must not access any video broadcasting or social media sites unless given permission to do so. Any accidental access to such sites must be reported as soon as possible.
- Pupils and students must only access the school computer systems (network, Internet, email, Microsoft 365, and the CATalogue where provided) using their own login and password, which must be kept secret.
- Pupils and students must ensure that their work does not break The Copyright, Design and Patents Act. The source of information (words, images etc.) must be acknowledged.
- Pupils and students must not use the school IT systems to copy other people's work and pass it off as my own (plagiarism) This includes misuse of AI for internal and external assessments.
- Pupils and students must use school IT equipment with care and report any damage which occurs as soon as possible.
- Personal mobile devices (mobile phones / iPads etc.) should only be used in school if permission has been given and follow the school's **Personal Mobile Device Policy**.
- Pupils and students must use network resources responsibly.
 - regularly review my files and delete them when no longer needed.
 - only store school-related files and images on OneDrive, Teams, or any other school approved platform e.g., Class Notebook
 - only use the IT equipment for school related work unless I have permission from an appropriate member of staff.

Remote Working Expectations

- Pupils and students working remotely should continue to follow the expectations contained within the relevant behaviour policies of the school.
- Pupils and students should only attend online teaching sessions to which they have been directly invited by a member of staff.
- If attending an online teaching session, students must ensure that their video facility is off before entering the session.
- If attending an online teaching session, students must behave appropriately and respect the teacher and other students who may be attending.
- Pupils and students will not make or distribute, still images or recordings, video, or audio of anyone involved **in any online lesson**. This applies regardless of whether permission is given or not by the participant. There must be no recording of sound, video, or image, in any way.
- Pupils and students may be asked by the school to upload a specific image, video or audio relating directly to their home learning that provides evidence of knowledge and understanding.
- Pupils and students should only upload images or videos to a specific location as directed by a member of staff.

Pupils and students should understand that the school also has the right to take action against them if they are involved in incidents that contravene this policy or other school policies relating to acceptable pupil behaviour, when they are out of school or where they are involved with any member of the school community (examples would be cyber-bullying, use of images or personal information).

Remote Learning

Partial Remote Learning

If SOME pupils in a class are required to remain at home, class teachers put a copy of the class materials on Teams / The Class Notebook. Pupils must work through these materials to keep up with the rest of the class. Teachers use BromCom to provide any further specific information to pupils in their class. The pupils who are at home do not automatically receive live teaching. However, teachers may try to involve pupils in an on-site lesson via the class Team, depending on the style and content of the lesson. Pupils should check BromCom regularly to check and must attend remotely when requested by their teacher. Where possible, form tutors register the pupils via Teams alongside their peers who are in school.

Whole Class Remote Learning

There may be times when ALL pupils in a particular class or classes are required to remain at home. In this case, ALL teaching for the affected classes moves to a remote provision. Pupils are expected to log onto the class Team at the start of the lesson to be registered. They are ALL taught remotely.

Whole Year Group Remote Learning

There may be times when a whole year group is required to remain at home. In this instance, ALL teaching AND registration moves to a remote provision. Senior Leaders communicate this to parents and carers. In this case, pupils should log into Teams at home at 8.25am each morning. Form tutors start a Teams meeting at 8.30am, taking the register and checking that pupils are well. If a pupil is unwell, parents / carers must contact the school in the normal way.

We have made a series of tutorial videos to help you learn how to use the systems we use. You will find these on our website: [Remote Curriculum - Comberton Village College \(combertonvc.org\)](https://www.combertonvc.org)

Forgotten Your Password?

- Parent to email passwordreset@combertonvc.org with the pupil's name and year group
- We will reset the pupil's password by the next working day
- We will then email the new password to first listed parental contact (for security reasons)

Logging in to Microsoft Office

Short videos can be found on the website explaining how to log in to Microsoft Office and to access your school email.



SAFE USE OF THE INTERNET - GUIDELINES



Know who you are talking to online

- check who they are
- never accept unknown contacts
- block them if you feel uneasy
- never agree to meet

Don't give out personal information

- Your name
- Email address
- Telephone number
- Other information

Private

Keep social networking site profiles private and only allow known friends to view them

Photographs

- Never send to strangers
- Don't name friends or family (even in private profiles)
- Make sure all photographs are appropriate – “would you mind your granny seeing them?”

Report it

- Tell someone, if something or someone makes you feel uncomfortable
- Remember it's never too late to tell



EXPECTATIONS FOR FORM AND SOCIAL TIME

In Form Time I will always:

- Arrive on time for registration.
- Show respect to my Tutor by answering the register politely and behaving respectfully.
- Participate positively in Tutor Time activities.
- Wear my school uniform as expected.

Reminders to all pupils regarding the use of the Social Area

Pupils should:

- follow staff instructions promptly at all times.
- be respectful to the staff on duty at all times.
- leave the area nice and tidy, pick up any litter and use the bins provided.
- consume food in the designated eating areas where the tables and benches are. In dry weather pupils are allowed to use the grassed area to eat too.
- walk sensibly in and around the social area; no running allowed.
- stay out of the indoor area unless when going to the toilets or on rainy days; use lockers only at the beginning and at the end of break and lunch.

ENSURING GOOD CONDUCT IN LESSONS AT CVC - OUR 'ON REPORT' LADDER

At CVC behaviour in lessons which allows other pupils to learn is a basic expectation. If pupils do not conform to this expectation it is likely that they will be placed on report. The table below shows how persistently poor behaviour will lead to a pupil progressing through a series of increasingly serious 'on report' stages, from green through to red. Pupils who are unable to conform to expectations at the highest level of seriousness will not be able to continue their education at Comberton in the normal way.

Alternative Provision	
Individual Behaviour Plan	
Red Principal Report	
Red Deputy Principal Report	
Red Assistant Principal Report	
Amber HOY Report	Amber HOD Report
Green HOY report	Green HOD Report
Green Tutor Report	Green Class Teacher Report
Stickers; teacher organised break, lunch, after-school detentions.	

NO SMOKING POLICY

The school takes a clear stand regarding smoking tobacco and e-cigarettes. The whole school site is designated as a 'no-smoking' area. The issue of smoking/vaping and its effects on health are dealt with clearly in the school's Personal Development Programme. The school aims to provide a healthy lifestyle: this includes not smoking/vaping. The sanctions outlined below will also include actions, which may include family meetings, referrals for support and support to seek suitable alternatives. Further details can be found on the school's website.

Sanctions, as listed below, will be applied if pupils are:

- Found smoking/vaping at school
- In possession of tobacco, cigarettes, electronic devices related to nicotine or smoking related materials or with a group of pupils, some of whom were smoking
- Smoking/vaping on the school bus
- Smoking/vaping to and from school

Sanctions

- 1st offence: Week of lunchtime detentions
- 2nd offence: Week of lunchtime and break detentions, on report, SLG detention
- 3rd offence: As 2nd offence, with 1 day isolation (instead of SLG)
- 4th offence: As 3rd offence, with a 1-day seclusion (instead of isolation)
- 5th offence: As fourth offence, but with a 2-day exclusion

6th offence:	5-day exclusion
7th offence:	Removal from mainstream schooling

WHAT TO DO IF

You are ill and not coming into school

Your parent can email our Attendance Officer Mrs Solanki on attendance@combertonvc.org or telephone the school on each day of your absence 01223 262503 (option 1) and leave a message giving the name of your child, their year group and say why you are not coming to school.

You are late

All pupils must enter and leave via the pupil entrance. If a pupil is late, they must sign the Late Book at the Attendance Office located just inside the Pupil Entrance.

You feel unwell at school

Go to the Medical Room. You should restrict your visit to break times or you should first attend your lesson and ask your teacher if you may go to the medical room. Your teacher needs to know where you are, particularly if you are unwell.

You need to leave the school during the day (for a hospital appointment, music exam, etc)

Your parents should have written requesting permission from your Form Tutor, ideally a few days previously. Inform your teacher and sign out of school at the Attendance Office as you leave. We need to know who is out of school in case of fire. Remember to sign back in if you return to school the same day.

You wish to be absent for any other reason

Your parents should complete a 'leave of absence form' obtained from your Head of Year, our Attendance Officer or the school website. This completed form should be returned to the Attendance Officer.

You miss work through absence

It is your responsibility to copy up missed class work and to find out what homework was set and to do that also. Check with your subject teachers that you have all the necessary resources. Ask your Form Tutor to help you with organisation, if you need help.

You have a problem with your homework or a topic you are studying in class

Speak to your subject teacher or Form Tutor. Try to do this before the work is due to be given in. Problems only get worse if you put off dealing with them.

You are worried about anything

Talk to your Form Tutor, Head of Year or any other teacher you feel comfortable talking with.

You find anything which does not belong to you

Hand it into the Reception.

You lose anything

Ask at Reception and, if necessary, inform your Form Tutor. Locker key enquiries go to the Mrs Cook (in the music department) or email lockers@combertonvc.org

Personal property

Please be aware that the school cannot take responsibility for any personal property. Valuable items should not, therefore, be brought into school.

You have forgotten to bring items into school

Go to the reception office at break or lunchtime to collect them.

You are paying for school trips

Most trips can be paid for through the ParentPay link on the school website. Cheques can be submitted at the Finance Office. Cash payments can be made before school, at break or lunchtime through the Finance Office.

You need to see a member of staff

Pupils who wish to see a member of staff should ask at reception.

SUPPORTING YOU

Comberton Village College has an excellent reputation for supporting pupils with special educational needs and/or disabilities (SEND) in a fully inclusive environment.

Our Special Educational Needs and Disabilities Co-ordinator (SENDCo) has responsibility for co-ordinating SEND provision across the school and for managing the SEND Department, known as 'The Centre'. The Centre supports students with a wide range of SEND including, but not limited to, dyslexia, hearing impairments, Down's syndrome, global delay and dyspraxia.

Since 2007, the school has housed an additional centre for pupils with Autism, known as The Cabin. These pupils are supported by specialist staff to attend mainstream lessons, and to participate in all areas of school life.

The KS3 and 4 support provision provides support for pupils who may have difficulty in mainstream lessons, usually because of behaviour. In addition, the KS3 and 4 support provides a learning space for students who have a reduced timetable (usually for medical reasons), but also provides a breakout space for pupils with social, emotional, or mental and physical health needs, dependent on their academic year/Key Stage

Identification of Special Educational Needs and/or Disabilities

We work with primary feeder schools, well in advance of transfer, to gather information about pupils. At the start of the school year this information is shared with the staff who will work with the pupils.

We encourage parents to discuss concerns and insights about their children with the school, so that information about a pupil can be shared and ideas exchanged. We encourage pupils to request support if they feel that they are not making adequate and appropriate progress.

We employ a variety of assessment methods to establish the nature and scope of SEND, including the use of assessment tests as appropriate and the careful monitoring of individual progress including progress towards agreed targets, in keeping with a graduated approach of action and intervention to help pupils with SEND.

The SEND team is able to organise assessments and submit requests for special public examination arrangements for pupils with identified SEND.

For further information please see our Special Educational Needs and Disability Information on the school website at <https://www.combertonvc.org/about-us/SEND>

COMBERTON EXTRA REWARD SCHEME

'Making a Difference'

What is it?

The Comberton eXtra recognises and rewards pupils that do well in 'Active participation and responsibility, beyond the curriculum, in and outside school'. CVC believes that active participation in the school or wider community will support pupil achievement.

How does the scheme work?

Pupils have twenty challenges, bespoke to year groups, which they need to complete and have verified by teachers/parents/carers across the academic year.

How long does it take to achieve a shirt/badge?

Each year group has twenty bespoke age group appropriate challenges. Pupils who complete 80% of those

challenges in any given academic year receive a badge, and have their names placed in a yearly draw for 5 Comberton eXtra shirts. Pupils who complete all twenty challenges get a Comberton eXtra shirt.

Recording

Pupils will be able to access an online platform with their own record sheet which will also list the challenges for their year group. Tutors will be able to access their tutees record sheets. As challenges are completed, pupils will 'tick' the 'completed box'. Some challenges will require parents/carers to access their child's record box, through their child's login, to 'tick' a parents/carer 'completed box'. When a pupil has completed at least 80% of tasks parents/carer will be asked to send a verification email to their child's tutor.

PUPIL LEADERSHIP

What is it and why do we do it?

A 'Pupil Leader' is typically a pupil who takes up (normally through an application process) a position of leadership in a school and who is committed to making a difference within the life of a school.

The aim of 'Pupil Leadership' within Comberton Village College is to give pupil a chance to develop their leadership skills through creating opportunities for them to contribute to the running of the school.

'Pupil Leadership' is a valuable way to express 'pupil voice'. It is a way for pupils to take ownership of the spaces, places, systems and identity of their schools and to think how to make them 'work better' for everyone.

Pupil Leadership is also important because it prepares pupils for life beyond school. It empowers pupils to know that they can make a difference, to feel like their voice is significant. Above all, it shows that pupils either by action or by vote, can shape their communities and society for good.

Any further questions about student leadership please speak or email Miss M Segal (Head of Student Leadership) MSegal@combertonvc.org

<p>Leadership Opportunities for Years 7, 8 & 9 Form Rep Charity Rep School Council Rep Language Leaders (MFL) International Leaders (MFL) Stewarding (for Year 9 students) Year 7 leader (for Year 9 students)</p>	<p>Stewarding Students in Year 9&10 can volunteer to act as 'Stewards' during Parent Evenings and Open Evenings. If selected, they assist Prefects, serve refreshments and work with the site team with car parking for these events.</p>	<p>Leadership Opportunities for Years 10 & 11 Form Rep Charity Rep School Council Rep Volunteer Technician at CSA Language Leaders (MFL) International Leaders (MFL) Stewarding Subject leader . Cabin Leader or Centre Leader or Hub leader . Prefect</p>
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What's on offer?

Leadership Opportunities for Years 7, 8 & 9 Form Rep Charity Rep School Council Rep E&D rep Teaching and Learning rep Language Leaders (MFL) International Leaders (MFL) Stewarding (for Year 9 students) Year 7 leader (appointed at the end of Y9)	Stewarding Students in Year 9 can volunteer to act as 'Stewards' during Parent Evenings and Open Evenings. If selected, they assist Prefects, serve refreshments and work with the site team with car parking for these events. Stewards who help at 3 events will be awarded the White Badge & Certificate Stewards who help at 6 events will be awarded the White-Gold Badge & Certificate
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PREFECTS

What is it and what do Prefects do?

A Prefect is a student from CVC who has been given a position of responsibility to lead a team or to contribute to the running of the life of the school. Prefect positions are highly sought-after as they demonstrate to future employers, Sixth Form Colleges and Universities that you can be trusted with responsibility and are able to deliver when working on a project.

There are 3 levels of Prefects at Comberton Village College:

- **Head Prefects (4 students to represent the school)** - Head Prefect represent the school at events such as Parent Evenings, Open Evenings, International Events, School Inspections and Assemblies.
- **Senior Prefects (approx. 15 students to lead particular projects)** - Senior Prefects lead projects around the school, such as Parent and Open Evenings, Fund Raising and Social Events, Interviews for New Staff, winter and May Balls and the Year Book.
- **Prefects** - Prefects support the Senior Prefects and contribute to the various projects and teams. Prefects also receive training as part of their role on key skills such as public speaking, time management and leadership.

What Are The Choices Post-16?

Pupils are required to continue in formal education or partake in paid or voluntary work with training until the end of the academic year that they turn 18.

Possibilities include:

- full-time study in a school, college or with a training provider
- work or volunteering combined with education or training
- an apprenticeship <http://www.apprenticeships.org.uk/Be-An-Apprentice.aspx>
- a short term employability skills courses such as GAPS or a traineeship

You can find out more about the raising of the participation (RPA) age at:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>

A large number of Comberton students choose to continue their education in our sixth form, others choose to study at another post-16 provider within the Cambridge Area Partnership:

Cambridge Regional College, Cambridge Academy for Science & Technology (CAST), College of West Anglia, Comberton Sixth Form, Cottenham Sixth Form, Ely College Sixth Form, Hills Road Sixth Form, Impington Sixth Form, Long Road Sixth Form, The Oaks (formerly Netherhall Sixth Form), Parkside Sixth Form.

The Application Process

Making an application

All pupils will be applying online using a new application system called MyChoice16 at www.mychoice16.co.uk

The application system will also allow students to research post-16 providers and courses as all of the post-16 providers in the Cambridge Area Partnership are included on the website and so are the details of all the courses they offer.

At the start of term in September, pupils are issued with a username and password which will allow them to access their online account. Completing their application will involve filling in their personal information, contact details, work experience and personal statement. Pupils will then be able to select the post-16 providers and courses they wish to apply for. Pupils are able to apply to more than one provider but must indicate their order of preference as part of the application.

The deadline for pupils to have completed their online application is in December. The applications will then be checked, approved and sent to the chosen post-16 providers by the start of January.

Interviews

Post-16 providers will process the applications and then invite students for a guidance interview. Depending on their interview policy some centres will only interview 1st choice applicants while others will interview all applicants. The purpose of these interviews is to provide students with advice and guidance to ensure they have selected the right courses.

Offers

Once post-16 centres have conducted all their interviews they will issue offers to the successful students by the Easter holiday. If students receive offers from more than one centre they are able to hold those offers and make a decision once they receive their GCSE results.

Post GCSE Results

Students will receive their GCSE results in August. If they are holding offers they will then need to decide which place they wish to accept. Post-16 centres will hold surgeries and drop-ins for students who need further advice or guidance or who wish to alter their subject choices.

Advice and Guidance

Students follow a structured careers programme as part of PD and will be receiving detailed advice on how to complete their application form and advice on how to write their personal statement.

Parents and pupils are encouraged to attend the Post-16 Information evening at the beginning of October. Representatives from all of the Cambridge Area Partnership post-16 providers are present to talk to. During November and December, all Year 11 pupils have a post-16 guidance interview to help inform their decisions.

The post-16 Transition Process is managed by Sarah Thomas. Pupils can speak to her or Mrs Lawson, Careers Coordinator, if they need further advice and guidance about completing their application or making their choices. Pupils are also able to talk to their tutor, Head of Year and Assistant Head of year about their options and interviews with careers advisors and youth workers are available on request.

Frequently Asked Questions

Q. Can pupils modify their personal statement on their application form if they are applying to more than one post-16 centre?

A. No, students can only apply using one personal statement. It is absolutely fine for pupils to be quite general when talking about their subject choices in their personal statements. The guidance interview is when post-16 centres might want to ask why pupils have chosen particular courses.

Q. How important in the order of preference students put their chosen post-16 centres in when applying?

A. The main reason for asking pupils to order their preferences is so that centres have some indication of where a pupil would prefer to study, particularly if a pupil applies to more than one centre for the same courses. However, the order of preference does not in any way commit a pupil to studying at a particular centre

Q. When will pupils receive offers and how should they respond?

A. Some post-16 centres send out offers to pupils shortly after their interview, while others wait until all the interviews are complete before sending out their offers, but all pupils should receive their offers by the Easter holiday. Each centre will explain how they would like pupils to respond to their offer.

Q. What should pupils do after they receive their GCSE results?

A. Pupils should follow the instructions given to them by each post-16 centre. All post-16 centres will be open for pupils who need advice or guidance or wish to change their subject choices. Sarah Thomas is available on results day and in the days following for anyone who needs advice or help finding a post-16 place.

Q. Who can parents or pupils contact if they need help or have any questions?

A. Sarah Thomas, Post-16 Manager, is the best place to start. Email: sthomas@combertonvc.org



CAREERS



We have a full Careers Education curriculum from years 7 to 11, covering the full recommended range of topics, including transitions, career areas, labour market information, employability skills and attitudes. Our CEIAG provision is benchmarked against current best practice and legislation, and monitored using student/parent and other feedback, along with our destinations data. We currently follow statutory guidance and use the eight benchmarks in the Gatsby Foundation Report on Good Career Guidance for our benchmarking.

Pupils are offered a variety of opportunities, including:

- Opportunities for contact with a variety of employers
- Annual career events as part of the curriculum for each year group
- Careers education through our PSHE curriculum
- 2 Week work experience for all Year 10 students
- 1 Week work experience for all Year 12 students
- Individual guidance meetings for all pupils in Years 9 and 11.
- Career guidance 1 to 1 meeting on request throughout the year.
- Visiting speakers from different companies throughout the year.
- Sixth forms open evenings.
- Post-16 evening and guidance meeting (A levels and apprenticeship)
- Strong alumni network

WELLBEING AND SAFETY OF PUPILS

The Safeguarding Team

At Comberton, we strive for all students to feel cared for and comfortable. The school can help if you have any concerns or worries about yourself, or things happening around you, whether this happens in lessons, around the school, on the bus, or elsewhere.



SAFEGUARDING TEAM

Jennie Girling is the Designated Safeguarding Lead.
All other members of the team are Deputy Designated Safeguarding Leads.

Domestic Abuse Lead



Jennie Girling

Designated Safeguarding Lead
jgirling@combertonvc.org



Catherine Upton

Safeguarding & Pastoral Officer
cupton@combertonvc.org



Izzy Baker

Support & Wellbeing Officer
ibaker@combertonvc.org



Steph Wright

Inclusion Co-ordinator
stwright@combertonvc.org

PREVENT Lead



David Clarke

Director of Sixth Form
dclarke@combertonvc.org



Jeremy Frost

Head of Sixth Form
jfrost@combertonvc.org



Sarah Thomas

Deputy Head of Sixth Form
stthomas@combertonvc.org



Bronwyn Davis-Jones

CSS - Cabin
bdavis-jones@combertonvc.org

E-safety Lead



Suzanne Smith

Assistant Principal
susmith@combertonvc.org



Peter Law

Principal
plaw@combertonvc.org



Lucy Hardwidge

Safeguarding Admin
lhardwidge@combertonvc.org



Susan While-Paddon

School Nurse
swhile-paddon@combertonvc.org

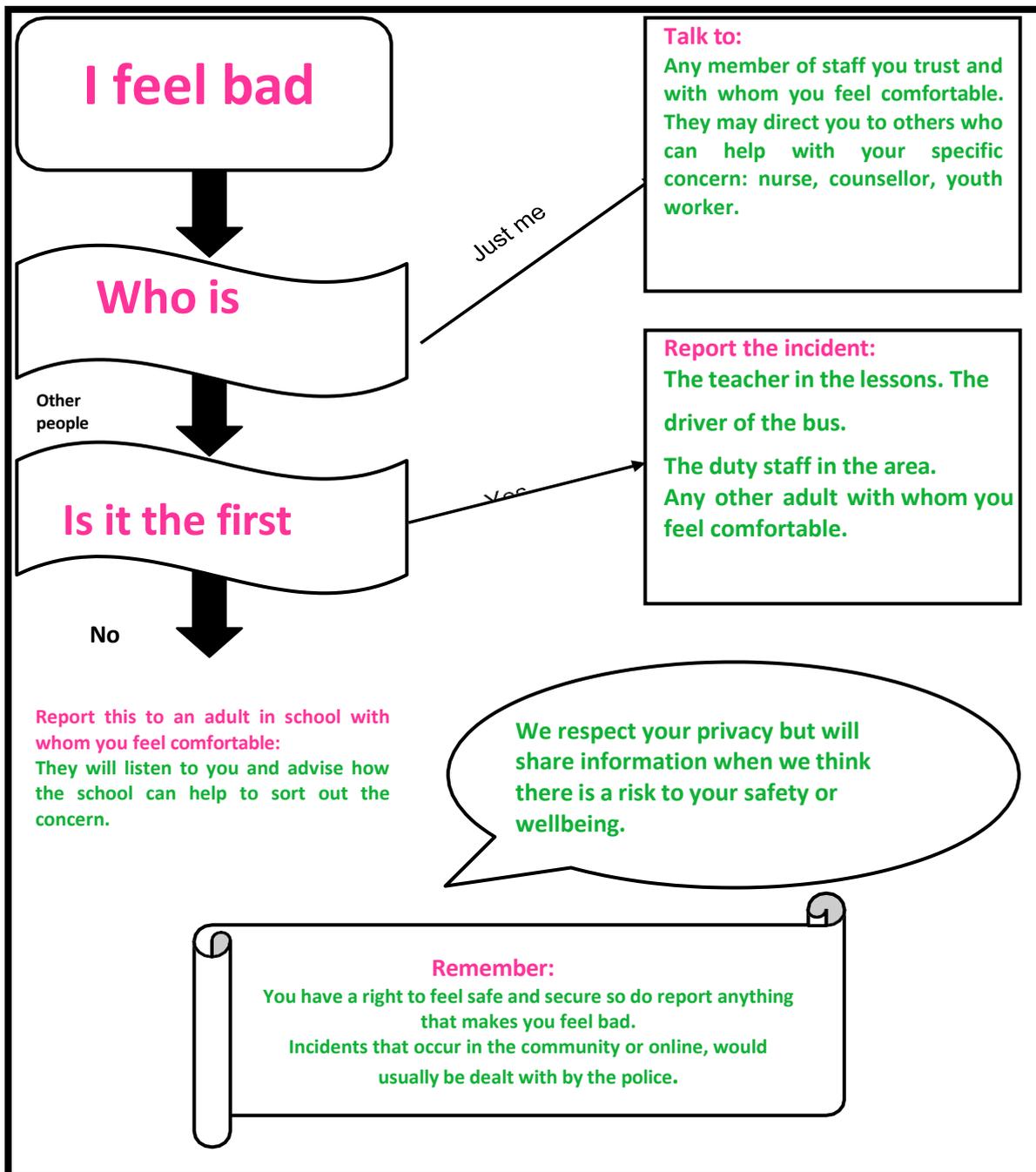
Please report concerns as soon as possible via

myconcern



safeguarding@combertonvc.org





There are lots of people in school who can help if you have ANY concerns.

In the first instance you have a tutor, an Assistant Head of Year and a Head of Year. Talk to them first, if you don't want to tell them what the concern is then they can direct you to someone else who could help. You might also talk to anyone of your class teachers or another trusted adult in school who might be able to spend some time talking with you or know someone else who can help.

People in school regularly who could help are:

In addition to the Safeguarding Team shown above other people that are able to help include:

Mrs While-Paddon – (Medical Room) School Nurse. Supports with any health issue (emotional or physical health) and offers confidential services like the C-Card (free condoms), pregnancy testing, chlamydia testing, and advice about emergency contraception.

Steph Wright – Inclusion Coordinator

WYCCM - (West Cambridge Christian Youth Ministries) – Provide pastoral support to students

Mentors – many students have a mentor who may be a member of staff or a 6th former who can spend

some time helping with organisation or friendships issues.

School Library – Mrs Spargo and Mrs Evanson (8am-4pm). A workspace as well as a resource for further information on any issues of concern (such as eating/weight, bereavement, mental health, stress and anxiety, exam pressure, drugs, and alcohol).

Other Useful organisations are also available, please visit our website for information and contact details about other external organisations who may be able to help [Student Wellbeing - Comberton Village College \(combertonvc.org\)](http://Student Wellbeing - Comberton Village College (combertonvc.org))

YOUNG CARERS SUPPORT AT COMBERTON

What is a Young Carer?

A young carer is a student who helps to look after a family member; this may involve physical or emotional care, or taking responsibility for someone's safety or well-being. However the level of responsibility assumed by a young carer is often at a level beyond simply helping out with jobs at home, which is a normal part of growing up; as such it may impact on the education of the young person. Our aim is therefore to support the young carers within the school and to raise awareness of the role of young carers.

Comberton's Young Carers group

The Comberton Young Carers group meets regularly afterschool in order to ensure that the students who are young carers are aware of the support available and can share their experiences with others in similar situations. Informal meetings are led by the students, involve a range of activities, and are always fun! Students also access activities with young carers from across the county, such as the Carers Week celebration trip to Grafham Water. Mentoring also takes place on a Monday afternoon (fortnightly). Please let students who have appointments leave your lessons to access this support.

Support for Young Carers and their families

For some young carers attending the afterschool group is not how they want to approach support, and so for these pupils simply knowing they can quickly and easily access help is enough; an open door policy works and having a named member of staff (Miss Izzy Baker) means the students feel they do not need to explain their circumstances every time a concern arises and that their privacy is being respected. In addition to offering encouragement and support within school, the group also has access to external organisations. Centre 33 regularly liaise with the school and are able to offer assistance to the young carers and their families outside school through a national network.

If you have any questions about our Young Carers support or are able to highlight any students you believe might have a young carers role, please do get in contact with Izzy Baker ibaker@combertonvc.org

EQUALITY AND DIVERSITY GROUP

At CVC we aim to live in an educational environment which allows pupils to conduct their school lives in an atmosphere of freedom, tolerance and optimism about who they are and about who they might be. We hope to achieve this as follows:

Equality of Opportunity is achieved through:

- Access to the curriculum for all both in and out of school.
- Wide curriculum access without gender bias.
- Promotion of knowledge and understanding of others through the Personal Development and Citizenship programme.

Racial Equality and Good Race Relations is encouraged by:

- The challenging and avoidance of stereotypes
- Positive views of difference
- Appreciation of diversity
- An active Citizenship programme
- Confirmation of values in lessons, where appropriate
- Clear Equality and Diversity policy procedures

Prejudice and Discrimination are dealt with through:

- Allowing and accepting difference in people
- Valuing of varieties of abilities and talents
- Respect for diversity of belief
- Respect for cultural diversity

Equality and Diversity Group - Aims

- To promote positive relations in their form, year and in the school
- To encourage fellow pupils to treat each other with respect
- To work to stamp out all kinds of social (and personal) negative labelling
- To help develop understanding about individuality
- To help spread tolerance about different cultures and beliefs

Tutor Group Activities

- Know all the different members of form
- Raise awareness about key equality and diversity issues
- Help with worries
- Help to solve problems
- Encourage social interaction
- Discourage bullying
- Support students new to school
- Provide open door for discussion
- Alert teachers to problems

Year Group Activities

- Attend Equality and Diversity meetings
- Be trained in pupil research observation of group dynamics in classes
- Help develop assemblies to highlight key issues
- Participate in Assemblies promoting values of equality, diversity, and inclusion



RIGHTS RESPECTING AT COMBERTON VILLAGE COLLEGE

Comberton Village College was awarded the Rights Respecting Schools Gold Award in July 2019.

This means that CVC has been recognised for all the work the College does to promote the United Nations Convention on the Rights of the Child <http://www.combertonvc.org/about-us/RRSA>

At CVC, the Rights of the Child are at the heart of everything we do. The Rights of the Child are promoted in lessons, in assemblies and in Tutor time. The Rights of the Child are supported by the staff, parents and governors.

At CVC, students know their Rights and understand the values attached to their Rights. Students respect each other and understand that everyone has the right to be who they want to be as long as it is within the law. At CVC, staff support the UNCRC and use the Rights of the Child language in the classrooms on a regular basis. They encourage students to have a voice and a say in all matters which concern them.

Mrs Burgess is the Right Respecting Schools Co-ordinator and works alongside a RRS steering group who meets regularly. The RRS group works closely with the Equality and Diversity group as well as the School Council.

If you are interested in joining the RRS group, Mrs Burgess is always happy to welcome new members so please email her at MBurgess@combertonvc.org or see her in her office upstairs in English next door to Sc13.

EXAMS INFORMATION AND ASSESSMENT TIMETABLES PER YEAR GROUP

For detailed information about subjects from Yr 7-Yr 11 [please see the curriculum pages on the school website.](#)

A Level subjects list [can be found here](#)

Assessment guides can be found on [our website](#)
[Our exams page is here](#)

IMPORTANT POLICIES

All our policies can be found on [our website](#) with some key policies listed below.

- Assessment Policy
- Child on Child Abuse (including Bullying)
- Attendance Policy
- Curriculum Policy
- Disability and Equality Policy
- Exams Policy
- Homework Policy
- Onsite and remote learning Policy
- Pupil Personal Mobile Device Policy
- Positive Behaviour Policy
- Pupil Equality and Diversity Policy
- Teaching & Learning Policy

ECO CODE



- Reduce: Turn off all lights, projectors and appliances when not being used
- Recycle paper and plastic bottles in the recycling boxes in the classroom
- Reduce your carbon footprint walk, cycle or share a lift to school
- Reuse drink bottles
- Reduce: Use paper sparingly – think before you print and print on both sides
- Reduce water use, turn off taps, report dripping taps
- Reduce: Save heat by shutting windows if the heating / air con is on
- Reduce: Try to bring a waste free lunch and take your waste home with you
- Reuse: Use non-disposable cutlery and return any cutlery to the canteen
- Keep our environment something to be proud of by not dropping litter.