

Castle Donington College



The Castle Donington Way

**WORK
HARD**



**TAKE
RESPONSIBILITY**

**BE
KIND**



Family Handbook

Name	
Tutor Group	

Welcome

We are delighted you have chosen to join Castle Donington College and wish you a very warm welcome.

We understand that starting a new school can be an exciting yet potentially daunting process, but if you routinely follow the Donington Way by working hard, taking responsibility and being kind, we know you will soon settle in and be very successful.

Our Family Handbook will inform you of all you need to know about the College. Please take the time to read this carefully and ask either your Tutor or Head of Year if you are still unsure of anything and they will happily help you.

Key Staff

Senior Leadership Team

Mrs Beeby	Principal
Mr Barratt	Vice-Principal
Mr Daly	Assistant Principal
Mr Elks	Assistant Principal
Mrs Fidler	Assistant Principal

Curriculum Leaders

Mrs Eaton	Head of English
Mr Saunders	Head of Maths
Miss Walmsley	Head of Science
Mr Neary	Head of Humanities and Music
Ms Smith	Head of Languages
Mr Blood	Head of Design
Mr Williams	Head of Computing
Mr Delaney	Head of PE

Year Heads

Mr Nelson	Head of Year 7
Mr Canavan	Head of Year 8
Mr Brown	Head of Year 9
Mrs Danes	Head of Year 10
Mr Purkiss	Head of Year 11

Frequently Asked Questions

You will no doubt have lots of questions about joining the College. We have tried to answer the most common questions below:

1. Where should I go when I arrive on my first day?

If you are in Year 7 at the start of the autumn term, you should go straight to the main Hall, where you will have an assembly and be informed of the arrangements for the day.

If you are in another year group or starting mid-year, you should go to Reception and sign in. Your Head of Year will be there to meet you.

2. What should I bring to College?

You should always arrive ready to learn. You will need to wear the correct uniform and bring the required equipment for the day ahead.

Don't forget your lunch if you have a packed lunch or make sure your lunch money has been topped up. Your parents/carers can do this via ParentPay (see 'quick links' on our website homepage www.cdcollege.uk) You will also need a drink in a reusable bottle. No energy drinks, fizzy drinks or cans of pop are allowed. We do also have water stations around the College.

If you travel on a College bus, you will need your bus pass.

On certain days you will need to bring your PE kit.

3. What equipment do I need?

All students are expected to bring a school bag that is large enough to hold an A4 folder and must have the following equipment with them every day:

- Reading book
- Black pen x2
- Pencil
- 30cm ruler
- Protractor
- Eraser
- Scientific Calculator
- Highlighter

All other stationery is optional. You should not bring scissors into school.

4. Can I bring my mobile phone?

Mobile phones are not to be seen or heard whilst on the College site. Failure to adhere to this may result in confiscation and sanction. The College accepts no responsibility for any loss, theft or damage to mobile phones or any other expensive/valuable items.

5. How do I know what lessons I have?

You will be given a Timetable on your first day. Your Timetable sets out all your lessons, teachers and rooms. We have a 2-week timetable so check which week we are on – there are posters around the College to help you. All students must move swiftly to lesson, ensuring they arrive on time. Walk calmly on the left-hand side at all times.

6. What is a Tutor Group?

You will be placed in a Tutor Group. Each day you will spend Tutor Time with this group and your Tutor, who will act as the first point of contact for you and your parents. Your Tutor and Tutor Group will celebrate your successes and support you when you need help. In years 7, 8 and 9 most of your lessons will be taught in your Tutor Group.

7. What if I need the toilet?

We discourage pupils from going to the toilet during lessons and losing valuable learning time. You have a 20 minute morning break and 45 minutes at lunchtime to go to the toilet. If you do need to go to the toilet during a lesson, ask your teacher who will use their professional judgement and possibly provide you with an Out of Class Pass.

8. What happens at Break and Lunchtime?

All students are expected to go outside and get some fresh air unless it is raining. Hot food is served at the canteen, or you can bring your own snack. You should try to visit the toilet. If it is too wet to go outside, you will hear five bells ring. This is a signal to stay indoors. You should go to the Hall or the designated wet break/lunch room.

For lunch you can choose one of the options below.

- a. Purchase a school meal at the canteen. Our Kitchen staff provide a good choice of freshly cooked meals which you can eat in the dining area or outside if 'grab and go'. **We do not take cash so your ParentPay account must be in credit.**
- b. Bring a packed lunch and eat it in the dining area or outside. Remember to keep your food in a re-sealable box and any drink in a leak proof container.

9. Where should I keep my belongings?

You will visit several different classrooms each day and must use a suitable school bag to carry your belongings. You may choose to purchase a locker. Lockers will be allocated at the start of the school year. Lockers cost £15 to hire for five years. If you would like a locker, ask at the main office for a letter.

10. I will be using a College bus. What do I need to do?

You will receive a bus pass from Leicestershire County Council, School Transport before you start. The College does not issue bus passes. Drivers will check your pass on every journey, so look after it. If you do lose your bus pass report it at Reception and ask your parent/carer to apply for a new one.

Your bus pass will indicate which bus you should travel on. College staff will meet you off the bus in the morning and ensure you are on the right bus at the end of the day. All College buses arrive and leave from the carpark.

If you use a public service bus, you will need to ensure it arrives in good time.

11. Can I ride my bike to the College?

Yes. If you intend to cycle to school, you are expected to follow the Highway Code for the safety of yourself and others. We strongly recommend a regular check to ensure the bike is in good order. When left unattended your bike should be padlocked in the cycle hanger.

12. What if I lose something?

If you lose something, think where you last had it and carefully retrace your steps. If this fails, report to your Tutor or ask at Reception. We do have a lost property store, and most items usually turn up eventually. All clothing and other property must be marked clearly with your name. We do not accept any responsibility for lost or damaged items.

13. What about homework?

Homework is set on Satchel One. You will be provided with login details when you start at the College. If you are unsure of your homework task, please check with your subject teacher.

14. What do I do if I feel unwell or need medical treatment?

Mention this to your Form Tutor or any member of staff who is available to help you. They may send you to Reception to be checked by a First Aider. Never go to Reception without permission. **You must not phone home yourself.**

15. What do I do if I am absent from College?

It is vitally important that you attend school every day. If you feel unwell and are unable to attend, then your parents/carers must phone the College before 8.30am in the morning. If you know that you are going to be absent for any reason, your parents must phone the College or send an email to postroom@cdcollege.uk

16. What to do if I have a dental or medical appointment?

We encourage you to make medical appointments, including dental, doctor and orthodontist appointments out of school hours. Parents/carers should notify the College by email or by calling the absence line via Reception. You should inform your Tutor and get permission to leave the College from a member of SLT. On the day of the appointment, you must report to Reception. Your parent/carer must come to Reception. You will not be allowed to leave without an adult present.

17. What if my parents want to take me on holiday?

The guidance for holidays set by the Government states that schools cannot authorise absence during term time except in exceptional circumstances. Your parents will be told about this. There are 175 days of the year, when you are not in College, available for holidays.

18. What if I need extra help?

If you need help, ask your Tutor in first instance, who should be able to support or guide you towards the most appropriate member of staff. We will do all we can to support you as we believe happy students make the most progress and achieve the best outcomes.

Castle Donington College Uniform Expectations

Castle Donington College expects all students in all years to conform to the following dress code. This is essential towards creating a clear sense of identity and inclusive belonging, whilst also being practical and smart.

We strongly recommend that all items of uniform are named so they can be returned to a student if lost. We also accept no responsibility for any lost belongings.

Uniform Item	What we MUST wear	What we DO NOT wear
College jumper	Navy-blue College jumper with logo	Any form of non-uniform jumpers or hoodies
Polo shirt	Navy-blue or white College polo shirt with logo	Any form of non-uniform shirts
School trousers	Tailored black or grey school trousers	Any form of non-uniform trouser made of fabric other than standard school trouser fabric i.e. denim trousers, combat trousers, chinos, leggings etc.
School skirt	Black or grey tailored or pleated school skirt worn to the knee	Lycra, jersey or skater style skirts
School shorts	Tailored black or grey school shorts worn just above the knee	Any form of non-uniform shorts i.e. sports shorts
School tights	Plain black or grey tights	Patterned tights or tights of an alternative colour
Shoes	All black leather-type, polishable footwear. Flat with a closed toe and heel	Any form of alternative footwear
Hair	Hair must be of a natural colour	Brightly coloured hair of an unnatural colour i.e. pink, blue, purple, green etc.
Jewellery	One pair of stud earrings are permissible	Jewellery such as rings, bracelets, necklaces, dangly

		or hooped earrings, facial* or tongue piercings <i>*Clear plastic retainers may be worn</i>
Make up	Light, natural make up is permissible	Excessive make up, including false eyelashes and false acrylic nails
PE top	Navy-blue college PE top with logo	Any form of non-uniform jumpers or hoodie
PE bottoms	Dark coloured sports shorts, tracksuit bottoms or jogging bottoms (minimal branding)	Brightly coloured sports shorts, tracksuit bottoms or jogging bottoms with excessive branding
PE trainers	Safe, sensible sports shoes	
PE safety accessories	<i>Students are encouraged to wear shin pads, gum shields, football boots and astro turf trainers where appropriate.</i>	

Maintaining high expectations

- All students upon entry to the college, will pass through our standards line
- All staff will actively check and challenge uniform throughout the College day
- All non-compliance will receive sanction in line with the College behaviour policy

Please be advised, Castle Donington College will be the final arbiter on what is deemed acceptable as school uniform and can add additional guidance at any point.

Where families are concerned about the cost of school uniform, they are encouraged to speak directly to the College to see what support is available.

Our approved suppliers are

Castle Printwear: Unit 5, Brunel Quay, Station Road, Neyland, Pembrokeshire, SA73 1PY

Tel: 01646 450880

Email: hello@castleprintwear.co.uk

Website: <https://www.castleprintwear.co.uk/products/school-shops/castle-donington-college>

Pennline: East Acre, The Walnut Yard, Diseworth, Derbyshire, DE74 2AN

Tel: 01530 224 333

Website: <https://pennline.co.uk/school-uniform-/castle-donington-community-college/>

THE DONINGTON CLASSROOM

Student Guide



WORK HARD

Start tasks straight away
Try your very best on everything
Take pride in the work you produce



TAKE RESPONSIBILITY

Arrive on time
Bring the correct equipment
Ask for help if you need it



BE KIND

Follow instructions first time, every time
Listen and speak respectfully
Support each other

“Everything you are comes from your choices”

Work Hard	Take Responsibility	Be Kind
Do your best Be ready to learn Attend all lessons Ask for help Overcome challenges Don't give up Do, before being asked Go over and above Celebrate success Try your best/have a go Be positive/positive attitude Persevere Be organised and prepared Be brave Participate/actively learning Engage with learning Be proud of achievements Make the most of every opportunity	Make the right choices Tell the truth Admit mistakes Manage your own behaviour Avoid bystander behaviour Do the right thing Reflect on your actions Show self-control Develop good learning habits Recognise consequences Be trustworthy Act with integrity Understand actions have consequences Demonstrate self-discipline Accept consequences Avoid distractions/distracting others Be on time Have the correct equipment	Look after others/our community Say kind things Be friendly Don't gossip/spread rumours Report unkind behaviour Look after the environment Think of others Listen to others Be polite Look after your own property Respect others' property Show compassion Treat everyone with respect Respect boundaries Be inclusive Make newcomers feel welcome Look after vulnerable students Support charity Offer help before being asked

Phoenix Awards

Phoenix Awards are awarded for demonstrating our College values. These are logged on Arbor and contribute towards various rewards and celebration events.

Ambassadors Programme/School Council

All students will be afforded the opportunity to adopt a leadership role and represent the College as part of either the School Council (Years 7-11) and/or the Ambassadors programme (Years 8-10). Speak with your Tutor for further details.

Enrichment

All departments offer various enrichment opportunities, advertised throughout the College. Speak with the relevant Head of Department for further details.

Arbor

We use Arbor to maintain regular communication with all families in relation to attendance, attainment, behaviour, rewards etc. We ask you check this platform regularly to track your child's progress.

SchoolCloud

We use SchoolCloud for our online Parents Evenings, whilst some key events are held face to face. You will receive prior notification in advance of all such meetings.

Fundamental Habits

We expect all students to follow our Fundamental Habits:

1. Arrive on Time

All students must be punctual each day and punctual to all lessons.

2. Perfect Uniform

All students must wear the correct uniform each day.

3. First Time Every Time

All students must follow instructions first time, every time.

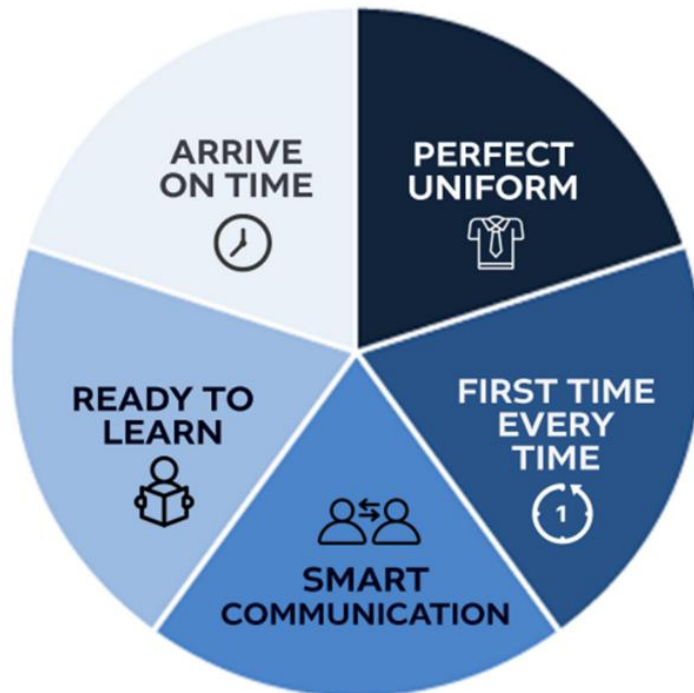
4. SMART Communication

All students must demonstrate SMART communication skills:

- S** **Speaker** – Always turn to address the speaker.
- M** **Manners** – Always use good manners.
- A** **Articulate** – Always articulate yourself correctly.
- R** **Respect** - Always be respectful.
- T** **Think** – Always think carefully before you speak.

5. Ready To Learn

All students must be fully prepared for every day and every lesson.



What happens if I do not follow routines and expectations?

We always aim to adopt a relational approach towards managing student behaviour. However, where students fail to meet our expectations, the following graduated response shall be enforced.

Stage	Reason	Teacher Action	Follow up
Stage 1 Improve	Low level disruption, refusal to work, defiance Arriving late to the lesson	The Teacher will give you a verbal reminder of expectations	This stage will not be logged
Stage 2 Move	Continued low level disruption Preventing others from learning, despite first warning	The Teacher will give a verbal warning and explain the reason for the Move The student will have time out for reflection (if deemed necessary) or move seats if appropriate	Logged 'Move' on Arbor Teacher to decide appropriate sanction during school day Restorative conversation to take place
Stage 3 Remove	No modification of behaviour or a one-off serious incident during a lesson or during unstructured time	The Teacher will Remove the student to the Reset Room	Recorded in Arbor After school detention to be served the following day Restorative conversation to take place
	Lesson truancy <ul style="list-style-type: none"> Leaving lesson without permission Out of lesson without permission Refusal to attend lesson 	Collected by OnCall and removed to the Reset Room	Recorded in Arbor After school detention to be served the following day Restorative conversation to take place
Beyond Stage 3	3 lesson removals Uniform infringements Serious incident	One day in the Reset Room, isolated from peers	Parental involvement to discuss next steps
	Removal from Reset Room	One day in the Reset Room, isolated from peers	
	Severe incident(s)	Off-site direction Fixed-term Suspension	Parental involvement to discuss next steps

Key Information

My TUTOR is	
My TUTOR ROOM is	
My TUTOR GROUP is	
My HEAD OF YEAR is	

The College Day

Tutor Time	8.45 - 9.10am
Lesson 1	9.10 - 10.10am
Lesson 2	10.10 - 11.10am
Break	11.10 - 11.30am
Lesson 3	11.30 - 12.30pm
Lesson 4	12.30 - 1.30pm
Lunch	1.30 - 2.15pm
Lesson 5	2.15 - 3.15pm

NOTES