



# Castle Donington College

Principal: Mrs Julie Sheppard

Vice-Principal: Mr Nathan Barratt

Assistant Principal: Mr Ben Wilkinson

JS/SD/Year 7

17<sup>th</sup> August 2020

Dear Year 7,

## **Starting at Castle Donington College-What you need to know**

I am very excited that in a few days' time, I get to welcome you as a pupil of Castle Donington College. All our staff are keen to meet and get to know you and we all hope that you are feeling just as excited. I am looking forward to hearing all about your summer and how you have spent the sunny hot days; I can't wait to get see you all again.

It is important to your Tutors and me that you feel prepared and confident before you start College on Wednesday 26<sup>th</sup> August. I really enjoyed our transition video calls last term. We were able to chat about lots of interesting things and I hope I was able to answer some of your questions and reassure you about life at the College.

This term, a few things are a little different to what I originally discussed with you. In this letter, I wanted to share these changes with you and explain what you might expect in the first few days.

Originally you were told we would all be based upstairs in Maths (4 flights of stairs!). However, things have changed and we are now going to be based in the English area, which is just off the playground on the ground floor. This is a huge space with five classrooms and an ICT suite. It has been freshly decorated and is a great space to learn.

Your parents will have seen on our website how the College has been organised into zones. What this means is, that each Year Group is located in one part of the College. You will be with your Tutor Group for most lessons, as we have already talked about, but instead of walking across the whole site between lessons, you will stay in your allocated zone, in the English area. All the staff will come to you. The whole of Year 7 will be one big group together.

### **What will happen on Wednesday 26<sup>th</sup> August?**

#### **Induction Day, Year 7 only**

You will arrive at the College around 8.40am and make your way in through the big black gates at the bottom of the drive next to the Children and Families Centre. (We call them the SureStart Gates) Members of College staff will greet you. Once in the playground you will be shown the way to the English classrooms and how to enter the building. Once you are inside the building you will be directed to the Hall, where your Tutor will meet you, and a register will be taken to make sure we are all ready. Once settled we will have an assembly and then you will head off to your classrooms with your Tutor.

**Period 1** You will spend the first lesson with your Tutor and Tutor Group, getting to know each other, doing activities, asking and answering any questions you might have. We will go through our routines and safety procedures.

At some point during the day we will take you on a tour of the College so you can see for yourself all the classrooms and key areas.

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**Periods 2-4** You will have four, one hour lessons. These will be in the Year 7 Zone. You will have a mix of the following lessons on your first day; Languages, PE, English, Science and Humanities. You will also be given instructions for Wednesday and at some point during this time you will be registered for cashless catering.

### **Break Time**

At break time, you will be able to go outside and meet with your friends. Year 7 break time will be at 9.45, this is slightly earlier than break in normal circumstances, but we need to stagger the times of break to keep everyone safe. There will be no food sold at break times, for the near future, so I advise you bring a snack and a drink from home. Remember we do not allow fizzy drinks in school.

### **Lunchtime**

Lunchtime for Year 7 will at 12.45pm; you will be able to buy lunch from the canteen or you can bring your own packed lunch in. Ask your parent/carer to make sure your ParentPay account is topped up before school begins. Lunch, for the first few weeks, will be 'grab and go'. There will be no tables or chairs indoors for eating and all food purchased from the canteen has been planned so pupils are not required to use crockery or cutlery. This will ensure we keep everyone safe. Our menu has also been reduced and our catering service are providing the following food temporarily:

Mondays	Paninis (range of fillings including vegetation option)
Tuesdays	Burgers: beef, chicken and spicy bean (v)
Wednesdays	Hot dogs and Quorn dogs (v)
Thursdays	Wraps : Breakfast, chicken, vegetarian (v)
Fridays	Pizza – cheese, meat feast, veggie supreme (v)

A range of sandwiches will also be available every day. A 'Meal Deal', which includes a main, small drink and a cake/ biscuit, is £2.50. On the first day, you will be able to pay in cash but from Thursday 27<sup>th</sup> August we will be running a cashless service and all payment will be via ParentPay.

**Period 5** After lunch, you will go back to your classrooms for your final lesson. This will be a shorter lesson as you will finish your day with an assembly from our Senior Leadership Team; Mrs Sheppard, Mr Barratt and Mr Wilkinson.

You will leave the College at 15.00 and either make your way to the bus queue (hall or gym) or walk home. Please remind your parent/carer that they cannot enter the College carpark on foot or by car; this is to keep everyone safe.

There will be lots of chance to ask questions and make new friends throughout the day and there will be plenty of people around to help you.

### **Things to Remember For Wednesday 26<sup>th</sup> August;**

- Arrive in full College uniform including school shoes
- Be on site for 8.40am
- Bring a pencil case with pens, pencil, ruler and any other stationery
- A notebook, white board pen and your own glue stick would be also be useful and helps to limit sharing
- Bring a pair of PE trainers with you, but not your full kit
- A packed lunch if you are not having a hot dinner
- Cash if you wish to purchase food from the canteen ( we will not take cash after 26<sup>th</sup> August)
- A full water bottle or £1.00 to purchase a reusable College water bottle
- Your own tissues

You will be able to wash your hands at intervals throughout the day but if you want to bring your own hand sanitiser, to use between washes, then you are welcome to.

Please use this list as a reference for the rest of the week, if there are any changes, your Tutor will let you know.

Try not to worry if you forget something, tell an adult in the College and we will help. Your parents/carers will not be able to bring forgotten items onto site for at the moment to ensure we are Covid safe.

#### **Thursday 27th August 2020**

When you arrive at the College on Thursday you will already know where your classroom is, so you can make your way straight there, through the SureStart gates. You will notice the College will be busier on this day as Years 8, 9, 10 and 11 return today. There will be over 560 pupils and 60 staff in the building!

You will spend time on Thursday morning with your Tutor and your Tutor Group. All pupils in all years will have Tutor Time; this is so everyone will know and understand the changes we have made. You will be experts at this already as you will have had a head start on Wednesday! For Year 7, during this time you will do more activities with your group and you will be given your full timetable. After Tutor Time, you will begin normal lessons.

#### **Friday 28<sup>th</sup> August 2020**

Friday will be your first full day of your timetabled lessons. You will need to go straight to your first lesson, when you arrive at 8.45am. Your timetable will remind you which teachers, which room and which subject to expect.

The last few months have been the strangest 6 months for all of us. We do not underestimate how hard you might have found this period. We really want to help you make a great start at the College and support you through the transition to secondary school. We will be there for you, whenever you need us. Our Covid-safe procedures and rules will be a 'new normal' for everyone. If you feel anxious or nervous, you are not alone. If you are worried or feeling unsure about anything, please tell someone you trust or an adult in the College. We are here to help. We know that children who are happy and settled are better learners, so we want to make sure you are happy and settled before you start learning.

If you or your parents/carers have any questions, please email the College at [postroom@cdcollege.uk](mailto:postroom@cdcollege.uk) or call 01332 810528; the College phone lines will be open from 09.00 Tuesday 18<sup>th</sup> August. We will be happy to help.

I am really looking forward to seeing you all very soon, enjoy the last few days of your holidays and take care.



Mrs Danes  
Head of Year 7