



Collingwood  
College  
BELIEVE SUCCEED

# WELCOME BROCHURE

For students starting Collingwood College in September 2019





# INTRODUCTION

Welcome to Collingwood College.

We hope you find this welcome brochure useful as it includes information relating to your child's admission.

We are a dedicated team and our aim is to make sure your child enjoys their time at Collingwood and reaches their full potential.



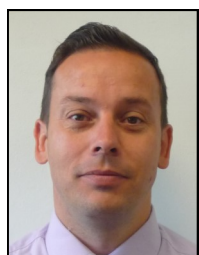
Mrs K Griffiths  
Co-Principal



Mr E Tanner  
Co-Principal



Miss W Crocker  
Vice Principal



Mr J Cleary  
Assistant Principal  
(Student Welfare & Safety)

Oversees the behaviour, attendance  
and safety of all students



Mrs N Akbar-Phillips  
Assistant Principal  
(Student Development)



Mrs J Hawkemore  
SENCO



Miss S Gulliford  
Year Manager Year 7

Responsible for the regular monitoring,  
review and evaluation of student  
learning and dealing with any  
behavioural issues



Mrs S Alsop  
Pastoral Assistant - Year 7

Supports the  
Year Manager



Mrs L Edwards  
Progress Leader  
(Key Stage 3)

Oversees students'  
progress and behaviour

## Collingwood's Vision and Values

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our work is supported by our core values and driven by our belief in equality and respect for others.

Young people will fulfil their potential, be proud of who they are, be committed to lifelong learning and leave well-equipped to meet the challenges of the 21st Century; positively contributing to society both economically and socially.

## INDUCTION DAYS - Important Information

To support the transition from primary to secondary school, your child is invited to spend two days at Collingwood on Tuesday 2nd and Wednesday 3rd July. Both days will start at 8.45am and finish at approximately 2.45pm. During these two days your child will experience what day to day life at secondary school is like and will sample a variety of lessons. They will be accompanied by senior students who will support them in the classroom and lead them to each lesson.

Children should arrive at the main hall (known as Kingston Theatre) in the Kingston Building on Kingston Road at 8.45am on both days. **Please do not bring them or send them in any earlier than 8.30am.**

Children should wear their primary school's full uniform and bring in the following:

Pens and pencils        )  
Ruler                        ) these form part of our Super 7 – see Page 9  
Eraser                        )  
Dinner money (*Induction Days only*) OR packed lunch

PE kit is **not** required on either day.

Parking is available on the campus (see below) for Induction Days which will be signposted with staff directing traffic.

**Please do not drive your vehicle into the main College entrance to drop off or pick up children for health and safety reasons either at the start or end of the College day.**



All children will have their photographs taken to enable the College to produce their Photo ID cards ready for the start of September.

At the end of each day children will congregate in Kingston Theatre. Parents should wait on the grass area in front of the Kingston Building main entrance until your child is dismissed.

## IMPORTANT

If you are happy for your child to go home unaccompanied at the end of either Induction day, **please complete and sign the 'Parental Permission' slip which can be found in the back of this booklet.**

This should be handed to a member of staff in Kingston Reception at the beginning of the day. **Only ONE form is required for both days but please specify if this is for both days.**

# Meeting for Parents

As detailed in the Co-Principals' letter, a meeting for **parents only** will be held on Wednesday 3rd July at 7.00pm in Kingston Theatre.

## Data Collection Form

**Enclosed** with this booklet is a data collection form. Please complete and return the completed form preferably on the first **induction day**. **Please place it in one of the boxes provided on arrival.**

## Medication

If your child needs any prescribed medication during these two days, this should be deposited with a member of staff at Kingston reception for safe keeping when they arrive on day one. **Please complete the 'Parental agreement for Collingwood to administer medicine' form available at the back of this booklet.** Medicine should be in the original container as dispensed by a pharmacist, clearly marked with your child's name and include instructions for administration, dosage and storage. Your child should go to Kingston reception at the stated time for the medicine to be administered. Please ensure that all medication is collected at the end of the second day.

## Lunch

Lunch will be available to purchase on both days and all children are expected to stay at Collingwood for this. They will be accompanied to the food outlets and shown how to use the system. Your child may wish to bring a packed lunch which they can eat in the canteen with their friends.

**Please note:** On the two Induction Days students will not visit the canteen to purchase food at break time but can bring their own snack.

A meal and a snack should cost no more than £5.00 so please avoid sending higher denomination notes than this and where possible send coins in preference to assist the Catering team with issuing change.

Collingwood will liaise with your child's current school and if your child is entitled to **free school meals** he/she will be given a free meal slip on both days which they should hand in to the catering staff at the till.

## Free School Meals

If, when your child joins Collingwood in September, your circumstances change and you believe you may be entitled to receive free school meals, please contact the College.

If you are entitled to receive free school meals but you do not wish your child to take them, please contact Mrs Moody. You may still be entitled to receive additional help with things such as trips, uniform and revision.

For full details regarding the criteria required to qualify for Free School Meals please see the poster on the next page.

# ARE YOU MISSING OUT?

## Free School Meals

Take up your entitlement



Your child/children will qualify if you are in receipt of :

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with **NO Working Tax Credit**) with an annual gross income of no more than £16,190, as assessed by HMRC

NB: If you receive Working Tax Credit you do NOT qualify even if you receive child tax credit and your income is below £16,190

- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

**If you think you qualify then apply now...  
It is simple to do!**

Telephone Mrs Moody (01276 457600) x 329

OR

Complete the Free School Meal Application Form which can be found  
on the Parent Portal (under Forms)  
and return to Mrs Moody, Barossa Office

# **PLEASE ACTION THE FOLLOWING BEFORE THE START OF TERM**

## **Parent Portal**

The Parent Portal is Collingwood's main means of communication with parents. It is essential therefore that all parents sign up for this system.

During the summer holidays you will receive a letter with your username which will contain a password request slip. This should be returned as soon as possible to enable us to send you your password and the Portal User Guide. However, if you already have a student attending Collingwood, you will not receive a letter as you will be able to access the Portal with your current log in details. Quote from a parent, "The Parent Portal is a great tool which enables me to see lots of information about what is going on in the school and about my child".

The Parent Portal gives you access to:

- your child's attendance record, timetable, reports, behaviour record etc.
- College policies, parent surveys and curriculum information
- letters, which are issued every **Wednesday** in term time by email, along with other important information
- the weekly Newsletter
- the Parents' Evening booking system used to book appointments for Parents' Evenings
- the On-line Communication System which is the tool used to communicate with staff in the College.

## **ParentPay**

Collingwood operates a cashless system using ParentPay to pay for school meals, trips etc. ParentPay is a secure online payment service allowing you to make payments whenever and wherever you like, 24/7. Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date. No card details are stored in any part of the system.

You will be sent your username and password together with a guide on how to activate your account prior to your child joining in September. If you have two or more children at Collingwood, you can merge their accounts once you have logged into ParentPay.

Students use their ID cards to 'pay' for their lunch and it is important therefore that you **activate your account so that you can put money onto your child's card 'before' the start of term in September.** A daily limit for lunch can be set on your child's card on request. Please contact reception who can organise this with Accent Catering.

**Students will not be able to use CASH from the start of term. If you have not activated your account please ensure that you send you child in to College with a packed lunch.**

## **Free School Meals**

For students in receipt of Free School Meals, their ID cards are automatically credited with their daily allowance by the College's Caterers. You can also top up their card using ParentPay to enable them to purchase additional items. When a student 'pays' for their lunch, the card is swiped at the till and the cost is then debited from their balance. The cashless system ensures that EVERY student uses their ID card to purchase lunch and therefore those students receiving Free School Meals remain anonymous.

## **Financial Support (Hardship Fund)**

If your child is currently eligible for free school meals or your total household income is below £21,000 and you would like to apply for financial support for uniform and other educational activities, please complete the Financial Support Application Form which you will find on the College website - [www.collingwoodcollege.com](http://www.collingwoodcollege.com) - in the Parents & Students Info section / Year 7 Information or collect a form from Kingston reception.

Evidence of your total household income will be required and parents are requested to apply before **FRIDAY 19 JULY 2019** to ensure applications are processed in time for parents to organise uniform before September.

## **Hearing and Vision Test**

It is recommended by the College that your child has a Hearing and Vision test prior to joining Collingwood in September. Please arrange both tests through your local Optician.

## **Lockers**

There are a number of lockers available to students in Year 7. These are sufficient for books, packed lunches, small bags etc. Each has its own key. There is a rental charge of £15 per annum, payable in advance via Parent Pay. Keys must be returned at the end of Year 7. Keys will be issued during the first week of the new academic year by admin staff in Barossa office. A charge of £5 will be made for each lost key. Any cost incurred by damage to a locker must be met by the student/parent.

## IMPORTANT INFORMATION FOR THE START OF TERM

### The first day of term in September for your child will be Wednesday 4 September 2019

All children should go straight to **Kingston Theatre at 8.20am**. Please ensure if you are collecting your child after College from September that you have discussed 'where you will meet them'.

### The College Day

8.25 am	-	8.50 am	Registration, group tutorial or assembly
8.50 am	-	9.50 am	Period 1
9.50 am	-	10.55 am	Period 2
10.55 am	-	11.20 am	<b>BREAK</b>
11.20 am	-	12.20 pm	Period 3
12.20 pm	-	1.25 pm	Period 4
1.25 pm	-	2.00 pm	<b>LUNCH</b>
2.00 pm	-	3.05 pm	Period 5

### Term Dates 2019 - 2020

**Autumn Term 2019**      **Tuesday 3 September (Inset Day) – Thursday 19 December**  
**Students will start on Wednesday 4 September**

Half term holiday      Monday 28 October – Friday 1 November

**Spring Term 2020**      **Monday 6 January – Friday 3 April**

Half term holiday      Monday 17 February – Friday 21 February  
 Easter      Monday 6 April - Monday 17 April

**Summer Term 2020**      **Tuesday 20 April – Friday 17 July**

Half term holiday      Monday 25 May – Friday 29 May

INSET DAYS	ACADEMIC REVIEW HALF DAY CLOSURE	EARLY CLOSURES
Tuesday 3 September 2019 Monday 2 December 2019 Thursday 19 December 2019 Friday 3 April 2020 Monday 29 June 2020	Wednesday 25 September 2019  <b>ACADEMIC REVIEW FULL DAY CLOSURE</b>  Thursday 2 April 2020	Thursday 3 October 2019 - 12.20pm Thursday 10 October 2019 - 1.25pm Wednesday 18 December 2019 - 12.20pm Friday 17 July 2020 - 12.20pm
Curriculum Information Meeting		Tuesday 10 September 2019

### ID Cards

Students are issued with photo ID cards on their first day in September via their Form Tutors. These cards allow them to gain entry into buildings and also to pay for food in the canteen so it is essential that they carry their card with them at all times. The card is also a means of identification.

#### What if the fire alarm rings?

In the event of a fire alarm, all fire exits and routes to fire exits automatically open to ensure safe exit from all areas of the building.

#### Lost or Damaged Cards

If a student loses their card it can be disabled as soon as it is reported to reception, which must be done immediately. Replacement cards can be purchased at a cost of £5.00 through ParentPay.



## Rules regarding the use of electronic devices/mobile phones/headphones

Electronic devices and headphones may be used at break and lunchtimes **ONLY outside of the College buildings**, or when embraced in teaching and learning at the discretion of the member of staff.

However, in an attempt to get the new Year 7 students communicating with one another and developing their social interaction skills we encourage Year 7s to refrain from using their mobile phones for the first half term at Collingwood (unless of course they have an urgent message to relay home, for example).

Failure to adhere to this policy will result in the items being confiscated. Students will be required to collect any confiscated items at the end of the College day from the reception office (in the building where the item was taken).

## Technology Department

In Year 7 a number of different subject modules will be followed in Technology. These will include most, or all, of the following:

- ⇒ Resistant Materials
- ⇒ Systems and Control
- ⇒ Computer Aid Design & manufacture (3D printing, 3D Design & laser cutting)
- ⇒ Food
- ⇒ Textiles

Many schools now ask for a contribution for the materials used by students in Technology lessons and Collingwood is no exception. We are therefore asking for a donation of £5.00 to help cover the costs of materials, excluding food, for all the modules covered during Year 7. Donations should be made via ParentPay (see page 8).

To ensure that all work relating to Technology is kept safely and neatly, we recommend the purchase of a strong plastic folder.

For Food Technology and Resistant Materials/Electronic lessons an apron will be provided by the College.

## Transport to Collingwood

For children processed in the normal admissions round for entry into **Year 7**, Surrey County Council's Admissions and Transport team automatically assesses home to school transport for each child after the initial allocation of school places. If your child is entitled you should have heard from them **by the end of April** in the year of admission.

Any queries relating to transport should be directed to Surrey County Council - telephone: 0300 200 1004 (9.00am - 5.00pm weekdays, excluding bank holidays) or via email: [contactcentre@surreycc.gov.uk](mailto:contactcentre@surreycc.gov.uk).

For further information please visit [www.surreycc.gov.uk/schools-and-learning/schools/school-transport/under-16-transport-to-school](http://www.surreycc.gov.uk/schools-and-learning/schools/school-transport/under-16-transport-to-school).

### Local bus services serving Collingwood

To find details of pick up points and times of local bus services serving Collingwood please visit [www.surreycc.gov.uk](http://www.surreycc.gov.uk) and their School Transport section.

## Clubs and Activities

There are a number of clubs and activities that take place either at lunchtimes or after the College day. The current list can be found on the College website: [collingwoodcollege.com/Teaching & Learning/Extra Curricular activities](http://collingwoodcollege.com/Teaching%20&%20Learning/Extra%20Curricular%20activities). You can also access information relating to Duke of Edinburgh's Award, trips and visits and Status Racing Team.

## Balls

It is permissible for students to bring balls in to College to play with during break and lunchtime. Year 7 students can only play with balls in the Year 7 playground. At all other times balls should be kept in a bag and not kicked / bounced or played with in any other area.

Failure to adhere to this rule will result in the item being confiscated.

# SUPER 7

## Equipped and Ready to Learn!

At Collingwood we believe that all students should come to College equipped and ready to learn each day.

Super 7 lists the main items students need. We ask that as a parent/carer you ensure that your son/daughter starts the day with these items in their school bag.

Form Tutors monitor this during morning registration on a regular basis.

- Pen
- Pencil
- Ruler
- Calculator
- Eraser
- Planner
- ID Card



**Uniform - available to purchase from  
Brenda's Schoolwear  
(or on-line through Trutex Direct)**



Our intention is that students should look smart without involving parents in heavy extra expense. The wearing of uniform also avoids competitiveness in dress. The College Governors and the vast majority of parents support us in our determination that uniform should be worn and we ask all parents to cooperate fully.

Students must wear the College uniform, bearing the logo, which is available to buy from Brenda's Schoolwear in Frimley. They hold a huge amount of stock and have changing rooms for trying on. Opening hours are Monday to Saturday 9.00am to 5.30pm.

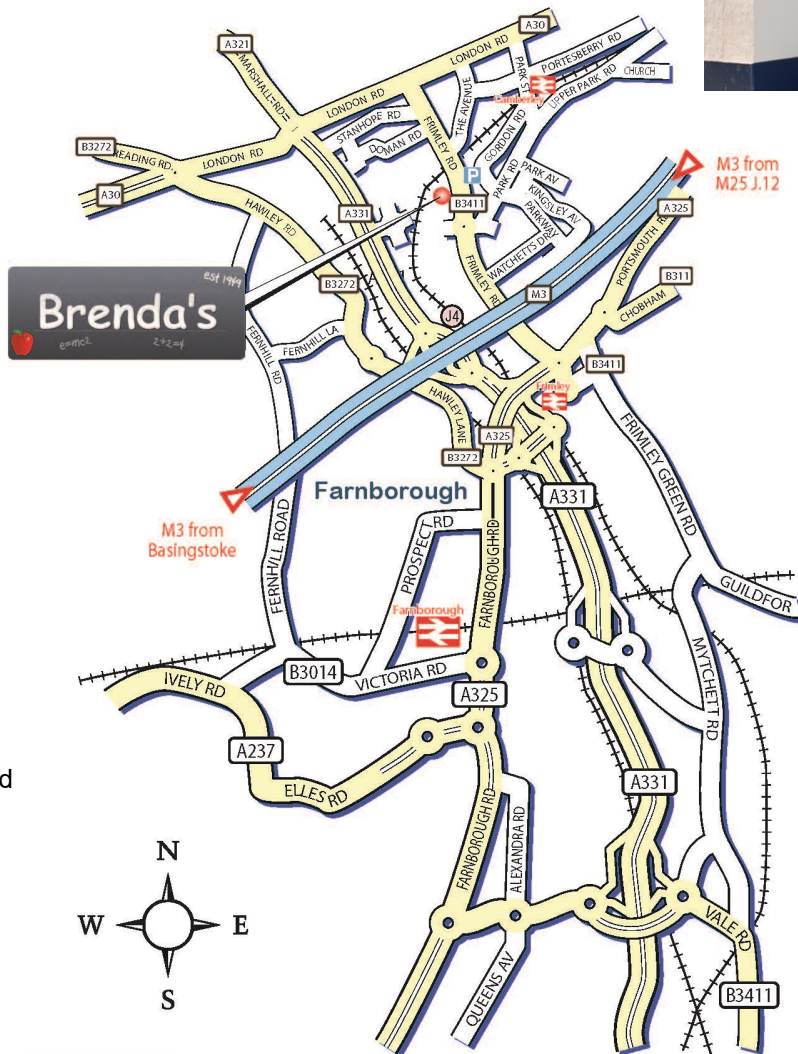
Alternatively, you can order **online** at [www.brendas.co.uk](http://www.brendas.co.uk) and have your order delivered to your home. Orders placed by 3.00pm are sent out by DPD Local for next working day delivery (subject to stock availability), for a single delivery charge of £4.50. In addition, all items (except trousers and skirts) are available **on-line** through Trutex Direct (contact details also shown below).

Brenda's staff are very helpful and friendly and are there to deal with any questions or queries you may have.

Brenda's also provide parents with the facility to spread the cost of uniform purchases. For more information or to set up an account please call, email or pop in to their Camberley store.

Brenda's Schoolwear  
130 Frimley Road  
Camberley  
Surrey  
GU15 2QN

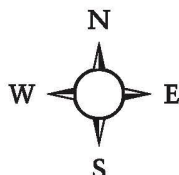
01276 469697  
[www.brendas.co.uk](http://www.brendas.co.uk)  
[shop@brendas.co.uk](mailto:shop@brendas.co.uk)



[www.trutexdirect.com](http://www.trutexdirect.com)

Parents/Carers will need the following LEA code to register on the Trutex Direct website:

**LEA00670SC**



**DIRECTIONS**



Exit the M3 at junction 4 and at the roundabout take the exit signposted Frimley along the A331. After passing under the M3 at the roundabout take the first exit continuing on the A331. Keep left and exit onto the A325. At the next roundabout take the B3411 (Frimley Road). After 1.5km you will see our store on the left hand side.



Camberley station is approximately 1.3km away. Frimley Station is approximately 1.6 km away.



Parking behind store and limited on-street parking is available. There is also a public carpark in Watchetts Road a very short distance away.

## Uniform / PE Kit - MUST BE PURCHASED FROM **BRENDA'S SCHOOLWEAR OR TRUTEX DIRECT**

Please make sure that all uniform, College bags, pencil cases etc **ARE NAMED**. This will ensure that any items handed in to the office are returned to their rightful owner.

Trousers	Plain black with College 'shadow logo' - Boys and girls (boys trousers come with a belt).	
Trouser Shorts	Plain black with College 'shadow logo' - All Years. Must be worn with socks and shoes that adhere to College uniform requirements.	
Skirts	Plain black with College 'shadow logo'. Maximum 3"/8cms above/below knee.	
Polo Shirt	White with College logo - tucked in when wearing sweatshirt.	
Sweatshirt	With College logo - Blue for Years 7-9 and Black for Years 10-11.	
Shoes	Plain black traditional 'leather like' shoes suitable for College use  Maximum heel height 2"/5cms	No boots No plimsolls No canvas shoes No platform soles  No Sports Brands (Adidas/Nike/Puma/Converse etc) No shoes that have any other colours, branding logos or markings  No trainers No dolly shoes No high heels / stilettos No backless shoes
Socks	Plain black (no other colours permitted) - boys and girls.	
Tights	Plain black or flesh/neutral coloured (no other colours permitted and no patterns).	
Belts	Plain black (boys trousers from Brenda's come with a belt). No large buckles allowed.	
Headwear	Religious headwear should be plain blue or black. No caps or ski hats.	
T-shirts/ Undershirts (optional item)	A plain short sleeved white vest or t-shirt may be worn under the College polo shirt for extra warmth but <u>must not</u> be visible.  <ul style="list-style-type: none"> <li>No other colour is permitted</li> <li>No visible T-shirts</li> <li>No patterns or logos on T-shirts are permitted</li> </ul>	
Coat	Outside coats or jackets must have zips or buttons with no inappropriate lettering or logos and must be worn on top of College sweatshirts not instead and removed in classrooms.  <ul style="list-style-type: none"> <li>No marking or branding is permitted</li> <li>No hoodies are permitted with the exception of those with the College logo, eg. Trip hoodies (Only permitted for a short duration prior to (2 weeks) and after the event (1 week)</li> <li>Hoods must be down at all times</li> <li>No denim or leather jackets are permitted</li> </ul>	

### PE Kit

Collingwood Sports Polo - Navy and blue with College logo  
 Collingwood Reversible Sports Top - Navy and light blue  
 Navy shorts (boys or girls) / Navy Skorts (girls)  
 Trainers - no plimsolls  
 Socks - Navy Football socks (outdoor) / White socks (indoor)

#### OPTIONAL PE KIT

- Studded boots (moulded studs or fitted with British Safety Standard safety studs) \*
- Protective Equipment (shin pads, mouth guards for rugby and football)
- Black Tracksuit bottoms (allowed for extra warmth over shorts)
- Black Sports leggings (no other colour permitted)

\* Only specifically required if your child becomes part of a Football or Rugby Team and represents the College in fixtures, otherwise studded boots are optional.

**PLEASE NOTE:** Students are expected to change into PE kit for **every practical PE lesson** (even if they currently have a minor ailment), the exception being if an injury prevents them from changing (in which case they will require a signed note supplied by a Parent/Carer). However, students will be required to change and participate in the theoretical teaching, learning and assessment that underpins all PE lessons. Students can, at the discretion of the PE teacher, be excused from changing for PE lessons if it is considered that changing in to PE kit or carrying PE kit in any way exacerbates an injury or illness.

**NB: Oxford Scientific Calculators are also available to purchase from Brenda's Schoolwear**

## Students' General Appearance / Rules

Appearance	Guidance/description	Variations not permitted
PIERCINGS	<p>Students may only have ears pierced ONCE in each ear - one conventional stud earring (no bigger than 4mm).</p> <p>Failure to adhere to this policy will result in the student having to remove the piercing, being isolated or sent home if they fail to do so. Please note it is not allowed for students to cover new piercings with a plaster.</p>	<p>No other style of earring (hoops or semi-hoops) is permitted.</p> <p>No spacers, belly button or visible body piercings, nose studs, tongue piercings or any other facial piercings.</p> <p>During PE all jewellery must be removed for safety reasons.</p>
HAIR	<p>Conventional hair styles only of a natural colour (i.e. blonde, black, brown) and should be uniform in nature.</p> <p>Failure to adhere to this policy will result in the student either being isolated or sent home.</p> <p>Long hair must be tied back in some lessons for safety reasons.</p>	<p>No other colour other than that stated can be applied.</p> <p>No bright colours or temporary hair colours.</p> <p>Students are not permitted to have any markings or tramlines shaved into their hair cut.</p> <p>No extreme haircuts permitted e.g. Mohicans or less than a Grade 2 all over shave. Undercuts must adhere to this guidance too.</p>
NAILS	<p>Nail varnish or acrylic / gel nails are NOT permitted to be worn at any time.</p>	<p>Failure to adhere to this policy will result in the student being asked to remove the nail varnish/ nails and sanctioned or sent home if necessary.</p>
OTHER JEWELLERY	<p>Medical bracelets are permitted to be worn.</p> <p>One ring per hand is permitted.</p> <p>Failure to adhere to this policy will result in the item being confiscated.</p>	<p>No other jewellery is permitted to be worn, even if for sentimental reasons.</p>
WATCHES	<p>Watches are allowed and encouraged in College.</p>	<p>All watches may be asked to be removed during class tests or exams or as a result of inappropriate use.</p>
TATTOOS	<p>It is a criminal offence to tattoo anyone under 18 unless a qualified medical practitioner does it for medical reasons.</p>	<p>Any incidences of tattoos will be investigated by the College as an issue of child protection.</p>
MAKE UP	<p>Make-up is not permitted to be worn at any time in Years 7 and 8.</p> <p>In Years 9-11 the discreet use of make-up is permitted. False eyelashes are not permitted to be worn.</p>	<p>Failure to adhere to this policy will result in the student having to remove all traces of make-up.</p> <p>Persistent wearing of make-up will result in a higher sanction.</p>
ELECTRONIC DEVICES /MOBILE PHONES / HEADPHONE WIRES	<p>Electronic devices may be used at break and lunch times only outside of the College buildings, or when embraced in teaching and learning at the discretion of the member of staff.</p>	<p>Failure to adhere to this policy will result in the item being confiscated.</p> <p>Wires and headphones (including wireless headphones of all sizes) are not permitted to be used or seen.</p>
BAGS AND PENCIL CASES	<p>All bags must be large enough to hold an A4 folder whilst zipped up.</p> <p>All pencil cases should be clear / see through.</p>	<p>Drawstring bags are permitted only for the carrying of PE kit.</p> <p>Over the shoulder 'book' / 'record' style bags are not permitted.</p>

## **Instrumental & Vocal Music Lessons at Collingwood College**

We encourage all students to learn to play an instrument. Lessons are available for students wanting to continue their tuition having already started learning an instrument, or those wanting to start learning as a beginner.

Our tutors provide lessons for students at all stages in their development and regularly enter candidates for accredited music examinations using the Associated Board of the Royal Schools of Music (ABRSM), Trinity and RockschooL Examination Boards.

Music lessons take place at Collingwood College during the College day and before/after College. Lessons are available in the following instruments:

- ◆ Woodwind: Flute, Clarinet, Saxophone
- ◆ Strings: Violin
- ◆ Brass: Trumpet
- ◆ Keyboard: Piano
- ◆ Guitar: Acoustic (classical), Electric, Bass
- ◆ Ukulele
- ◆ Drum Kit
- ◆ Singing

Lessons are provided by Instrumental/Vocal music tutors organised through Surrey Arts and Collingwood Instrumental Services. Lessons on other instruments may be available at another local centre.

### **General information regarding Music Lessons**

Whilst on the premises waiting for an instrumental lesson, students must abide by the College rules. Parents are responsible for the safety of their child at all times when attending lessons at Collingwood before or after the College day and should arrange to collect students promptly when lessons take place after College.

Instruments brought in to the College are left at the owner's risk and must be left in the instrument cupboard in M2.

Instruments should be collected immediately at the end of the College day.

The College will not accept any responsibility for loss of, or damage to, instruments. It is advisable to include the instrument on a household "All Risk Policy".

No lessons will be scheduled on INSET, Enterprise or Academic Review Day closures.

There are also a number of additional extra-curricular activities and performance opportunities for musicians at Collingwood College which we hope music students will contribute to.

**For further information including the application process for lessons please email : [tc@collingwood.surrey.sch.uk](mailto:tc@collingwood.surrey.sch.uk)**

# frequently asked QUESTIONS




<p><b>What equipment does your child need to bring in on their first day in September?</b></p>	<p>Pen, pencil, ruler, eraser, notebook, packed lunch if required. They do NOT need to bring their PE kit.</p>
<p><b>Can my child still buy food if they don't have money on their ID card ?</b></p>	<p>NO. You will need to put money on their card as soon as possible once you have been provided with your login and password, before the first day in September. <b>CASH is not accepted</b> once your child starts in September.</p>
<p><b>My child has an asthma inhaler and/OR an auto injector. Is it possible to leave a spare in College?</b></p>	<p>YES. We would recommend that we hold a spare inhaler/auto injector in reception. You will need to provide the medication in its original prescribed packaging and complete a 'Parental Agreement to Administer Medication' form provided at Barossa reception.</p>
<p><b>What do I do if my child needs medication?</b></p>	<p>The College can only give your child medicine which has been prescribed by a GP or hospital doctor. You must complete a 'Parental Agreement form' (<i>available from Barossa reception</i>) and provide us with the medication in its original packaging with the prescription label attached. <b>Please note:</b> we are unable to collect your child from class to take medication, they need to remember to come at the appropriate time.</p>
<p><b>What do I do if I need to take my child out of school ?</b></p>	<p>For any absence other than sickness and medical appointments you will need to complete a Leave of Absence '<b>in advance</b>'. <b>Please note:</b> The law clearly states that no parent can demand, as a right, leave of absence for the purpose of a holiday (as stated in our Attendance Policy).</p>
<p><b>Can I get forgotten equipment to my child during the College day?</b></p>	<p>Please bring items into reception for your child to collect during break or lunchtime. It is not possible to deliver them to your child in lesson unless deemed <b>urgent</b> (eg Spectacles). <b>Please note:</b> Calls home for PE kit or forgotten items are not made, as independence is encouraged in the children.</p>
<p><b>Can I get a message to my child during the day?</b></p>	<p>If you have an important message regarding a change in home time arrangements, please call the office by 12 noon. We cannot guarantee messages received after this time will be passed on due to curriculum activities. Reminders to go to clubs etc are not considered urgent. Please remind your child before College.</p>
<p><b>When can my child get a locker key?</b></p>	<p>When you have ordered and paid for a locker on Parent Pay, your child will be contacted via their Form Tutor to collect their key from Barossa reception.</p>







## Parental agreement for Collingwood to administer medicine

Please complete this form if relevant, cut out and hand to Kingston reception to enable the College to administer your child's medication during the induction days.

Date	
Student's name	
Student's date of birth	
Form	NEW YEAR 7
Medical condition or illness	

### Medicines

Name/type of medicine (as described on the container)	
Expiry date of medication	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the College needs to know about?	
Self-administration	Yes / No
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

<b>Contact details</b>	
Name	
Daytime telephone number	
Relationship to student	
Email address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Collingwood staff administering the medicine in accordance with the College's policy. I understand that it is my responsibility to collect the medication at the end of the second day.

Parent/Carer's signature: ..... Date: .....





**STUDENT'S NAME**

(Please print clearly): .....

**INDUCTION DAYS - PARENTAL PERMISSION SLIP**

**Please complete this slip if relevant, cut out and hand to Kingston reception on the first induction day.**

I give permission for my child to: (Please tick as appropriate)	Tuesday 2nd July	Wednesday 3rd July
<ul style="list-style-type: none"> <li>• Walk home from College on his/her own</li> </ul>		
<ul style="list-style-type: none"> <li>• Be collected by another person</li> </ul> Name of other person collecting (please print clearly) .....		

Signed .....

Parent/Carer