

Castle Donington College



The Castle Donington Way

**WORK
HARD**



**TAKE
RESPONSIBILITY**

**BE
KIND**



Pupil Handbook

2024-25

Name	
Tutor Group	

Welcome to Castle Donington College

Hello!

We are delighted you have chosen to join us. Starting a new school can be daunting but we know you will soon settle in, make new friends and become a successful learner.

All the staff are looking forward to meeting you and getting to know more about your interests and achievements.

Castle Donington College is a fantastic school; we know your time with us will be successful, we also know you will have lots of questions about the being one of our pupils. Hopefully you have already had a chance to visit, seen our College and met some of the children and staff.

This booklet will help you to find out about some of the key things that happen at the College. It will provide you with information about your first day and hopeful help you to understand our routines and settle in. Learning and progress, alongside excellent pastoral support, are at the heart of everything we do. We want the very best for you and ask for your best in return.

I am sure you will enjoy your time with us, if you have any concerns or questions, please speak to your Tutor or Head of Year and we will be very happy to help.

We are very excited to meet you and look forward to seeing you develop into a brilliant Castle Donington College pupil.

The Pastoral Team

Mr Daly	Assistant Principal Behaviour and Attitudes
Mr Nelson	Head of Year 7
Mr Canavan	Head of Year 8
Mrs Danes	Head of Year 9
Mr Brown	Head of Year 10
Mr Purkiss	Head of Year 11
Miss Fincham	Senior Pastoral Leader
Mr Marshall	Pastoral Leader
Mrs Williams	Pastoral Leader

Frequently Asked Questions

It is quite normal to have lots of questions about starting a new school. We have tried to answer the most common questions below. If you are still unsure after reading this booklet, ask a member of staff and they will help you.

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 when you arrive. There will be staff to greet you and show you where to go. You will have a brief assembly where you will be told what to do.

If you are in another year group or starting mid-year, you should go to Reception and give your name. We will be expecting you. Your Head of Year or another teacher will meet you and explain what to do.

2. What should I bring to College?

You should always arrive prepared to learn. You will need to wear the correct uniform and bring equipment needed for the day's activities.

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 need a drink too in a reusable bottle. No energy drinks, fizzy drinks or cans are allowed. We have water fountains around the school to fill up your bottle.

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 pupils are expected to bring to school a bag that is large enough to hold an A4 folder and provide the following stationary each day.

You will need to bring your own equipment every day which includes:

- Reading book
- Black pen x2
- Pencil
- Maths set (including a 30cm ruler, protractor, eraser)
- Scientific Calculator
- Highlighter

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

4. Can I bring my mobile phone?

We do not allow mobile phones at the College. If you are seen with your phone, it will be confiscated, and your parents/carers will be asked to collect it. If you do need to bring a phone for safety reasons, it should remain in your bag switched off. 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.

6. What is a Tutor Group?

Every pupil is placed in a Tutor Group. Each day you will spend Tutor Time with this group and your Tutor. It is likely you will have the same Form Tutor for five years; they will get to know you really well and will be the first point of contact for you and your parents if you or they have any concerns. 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 provide an 'Out of Class' pass.

8. What happens at Break and Lunchtime?

All pupils 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 at break time too. 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 food which you can eat in the dining area or if you opt for 'grab and go' can take outside. We do not take cash so your ParentPay account must be in credit
- b. Bring a packed lunch and eat it in the dining hall or outside. Remember to keep your food in a re-sealable box and any drink in a leak proof container. Spilt drinks and exercise books don't mix! Fizzy drinks, or energy drinks are not allowed in College.

9. Where can I get a drink?

There are water fountains in and around the building where you can fill your bottle. Pupils are allowed to drink water in class from a bottle unless it is unsafe (Science, Design Computing lessons for example). Soft drinks are sold from the canteen.

10. Where should I keep my belongings?

You will visit a number of different classrooms each day so you will have to carry your bag with you. 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 Office for a letter.

11. I will be getting 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 leave from the carpark.

If you get a public bus like the Skylink you will need to ensure it arrives in time for you to walk from the bus stop and be on time.

12. Can I ride my bike to the College?

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 bicycle is in good order. When left unattended your bicycle should be padlocked and kept in the cycle hanger. Scooters and Skateboards should not be brought into the building. If you intend to ride a motorbike to school (once you are 16) you cannot bring the moped/motorbike onto the school site. You will have to park it outside the gates.

13. What if I lose something?

If you lose something, think when you last had it and then look for it carefully. If this fails, report to your Tutor or ask at the College Reception. Most things turn up eventually. All clothing and other property must be marked clearly with your name.

14. What about homework?

Homework is set regularly for all subjects. Homework tasks may not always be written work or in the same format. Homework is recorded on our homework app 'Satchel One'. You will be provided with login details when you start at the College. If you are unsure of your homework task, then check with your subject teacher.

15. 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.

16. 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 telephone the College before 8.30am in the morning. If you know that you are going to be absent for any reason, your parents must telephone, or send an email to postroom@cdcollege.uk to inform the College.

17. 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. You must return to College after your appointment.

18. 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.

19. What if I need extra help?

If you need help, ask any adult or go to Reception. If you have a worry or need answers to a question that is not related to lesson, you can speak to your Tutor in Tutor Time or ask a subject teacher or your Head of Year. We believe if you are happy, you will learn better and be successful. We will do all we can to support you during your time with us.

20. What do I Wear to College? - Uniform

Governors expect pupils to wear the College uniform every day. The uniform is practical and comfortable, and we hope you will wear it with pride. Our uniform list is below and can be found on our website. If you do not wear the correct uniform, you must have a good reason and get a pass from a member of SLT. There will be a sanction if you persistently flout the uniform rules.

Minimum standards for school uniform

Logo items

- Navy blue sweatshirt with college logo.
- Navy blue or white polo shirt with college logo.
- PE tops with college logo.

All other uniform items

- Formal black/grey school trousers.
- Formal black/grey school skirt (Pencil or A Line).
- Formal black/grey tailored shorts.
- Black, polishable leather footwear.
- Black/grey tights.

PE Kit

- College logo PE top from our supplier.
- Sports shorts or tracksuit bottoms.
- Trainers.

Jewellery, hair, make-up and nails

- One pair of stud earrings are permissible.
- Digital or analogue wristwatch.
- Light natural make-up is permissible.
- Any nail varnish should be light in colour and natural in appearance.
- In practical subjects' long hair must be tied back for Health and Safety reasons
- The school will be sensitive towards students who choose to wear a specific item if it is for a religious reason.

Clarification on un-authorized items

- Trousers must not be skinny trousers, jean style, leggings or tracksuit bottoms.
- Footwear must not include sandals and must also be low heeled.
- For safety and security reasons, jewellery, including bracelets, necklaces, rings and nose, face, tongue or body piercings should not be worn in school.

Equipment

You will need to bring your own equipment every day which includes:

- Reading book
- Black pen x2
- Pencil
- Maths set (including a 30cm ruler, protractor, eraser)
- Scientific Calculator
- Highlighter

Expectations and Routines

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



We are immensely proud of our pupils at the College, we have outstanding behaviour and high expectations of everyone. We expect all pupils to live by our values, every day. these are Work Hard. Take Responsibility. Be Kind. You will receive a **Phoenix Award** if you are seen demonstrating these values.

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 Take responsibility Demonstrate self-discipline Accept consequences Avoid distractions/distracting others Be on time	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 pupils Support charity Offer help before being asked

Phoenix Awards

Phoenix Awards can be awarded at any time by any adult in the school. They are awarded when pupils demonstrate one or more of the College values. Phoenix awards are logged on Go4Schools and contribute to Tutor Group and Individual Awards that are recognised in our termly Celebration Assemblies. If you receive a Phoenix Award, post the blue slip in the letter box for your year group (these are located in the Foyer) and take the white slip home.

Moving Around the College

All Pupils must move swiftly to lesson to ensure they arrive on time. Walking calmly on the left hand side.

Fundamental Habits

We expect all pupils to follow our five fundamental habits. This will ensure that you get the best out of school and allow all pupils to learn and teachers to teach. If you do not meet these expectations, you will receive a sanction.

1. Arrive on Time

We expect you to be punctual to all lessons and when you arrive at school in the morning. You need to organise yourself well. Make sure you know where you are going, go to the toilet in plenty of time, visit your locker, remove your coat in advance of the lesson.

2. Perfect Uniform

There is no reason to wear non uniform items to school. Our uniform is practical and easy. We expect you to 'Show the Phoenix' at all times. You will find a list of our uniform on page 3 of this booklet.

3. First Time Every Time

We expect all pupils to follow reasonable instructions from any adult the first time. We do not accept arguments or any form of disrespect. We expect adults and pupils to show respect to each other at all times, however, the adult is always in charge and will set the tone of your lesson.

4. Smart Communication

To prepare all pupils for the adult world, we expect good communication skills. These are:

S Speaker

Turn to face who you are addressing.

M Manners

Remember to always be polite and show good manners.

A Articulate

Speak clearly and use the correct vocabulary.

R Respect

Always be respectful to the person you are talking to. Listen and do not speak over them.

T Think

Think carefully about what you want to say and how you might make other people feel.

5. Ready To Learn

All pupils are expected to be prepared for school and ready to learn every day, every lesson. This means bring the correct equipment including a drink and reading book. Having the correct uniform and PE Kit, being punctual and listening to the adult. You will be expected to follow the seating plan for each teacher, without question.



Sanctions:

What happens if I do not follow routines and expectations?

We have a structured approach to tackling poor behaviour at the College. We know that learning how to behave appropriately can be difficult for some pupils, so we teach good conduct explicitly. No individual will be allowed to interrupt learning and no individual will be allowed to make another feel unhappy. During lessons times we operate an 'Improve-Move-Remove' system.

Stage	Reason	Teacher Action	Follow up
Stage 1 Improve	Low level disruption, refusal to work, defiance Arriving late to the lesson	The adult 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 adult will give a verbal warning and explain the reason for the move. The pupil will have time out for reflection (if deemed necessary) or move seats if appropriate / possible	Log 'Move' on G4S 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 in structured time (break/lunch)	Pupils will be removed. The adult will email On Call. Complete pink slip. Pupil will wait outside the classroom to be collected and escorted to the Reset Room	Recorded in Reset Room in G4S After school detention to be served the following day (Parents to be made aware via G4S)

	Lesson truancy <ul style="list-style-type: none"> Leaving lesson without permission Out of lesson without permission Refusal to attend lesson 	Collected by On Call team Given opportunity to return to lesson If pupils refuses, removal to Reset Room	Recorded in Reset Room in G4S After school detention to be served the following day (parents to be made aware via G4S)
Beyond Stage 3	3 Removals	One day in the Reset room, isolated from peers.	Recorded in Reset Room in G4S
	Removal from Reset Room	One day in the Reset room, isolated from peers.	Parent Meeting to discuss behaviour
	3 Isolation days	One day fixed term suspension or Hosting and /or Governor Behaviour Panel	Parent Meeting to discuss behaviour

If any pupil/s make you feel unhappy when you are at school, you are expected to report this to an adult. If you do not tell anyone, we cannot help you. As soon as we know, our Pastoral Team will step in and support you.

If you see any pupil being unkind to another pupil you are expected to report this immediately to any adult.

Behaviour sanctions apply as a response to poor behaviour in school and on the journey to and from the College (while you wear the uniform) this includes the school bus and public transport. Issues that happen on social media should be reported to the Pastoral Team and may be reported to the Police.

Key People in College

Principal	Mrs Beeby
Vice Principal	Mr Barratt
Assistant Principal (Behaviour and attitude)	Mr Daly
Assistant Principal (Curriculum)	Mr Elks
Operations Manager	Mrs Ashurst
Network Manager	Mr Walters
Office & Examinations Manager	Mrs Shatford
Science Technician	Mrs Lucas
Design Technician	Mrs Potts
Cover Supervisor	Mrs Johnson
Receptionist	Mrs Fletcher
First Aider	Mrs Hanson
Premises Team	Mr Figg, Mr Millward

Key Information

My TUTOR will be	
My Tutor Room is	
My TUTOR GROUP is called	
My Head of Year is called	

The College Day

I need to arrive at College by	8.30 - 8.35am
Doors Open	8.35am
Ready To Learn (Toilet, Lockers, Equipment, Arrival)	8.35 - 8.45
Tutor Time	8.45 - 9.10am
Lesson 1	9.10 - 10.10am
Lesson 2	10.10 - 11.10am
Morning break	11.10 - 11.30am
Lesson 3	11.30 - 12.30pm
Lesson 4	12.30 - 1.30pm
Lunchtime	1.30 - 2.15pm
Lesson 5	2.15 - 3.15pm
The College day ends at	3.15pm

Have you received?

Timetable	Mr Barratt	
Satchel One Log In (Homework)	Mr Barratt	
Go4Schools Letter	Mr Barratt	
Option Choices (Year 9, 10 and 11)	Mr Barratt	
Locker Letter	Office	
Parent Pay Letter	Office	