

WEEKLY BULLETIN | Friday 01 Oct 2021

The Week Ahead

Weekly Menu	Please <u>CLICK HERE</u> to see our current Menu
Extra-Curricular Clubs	Please <u>CLICK HERE</u> to see our current programme
Sports Clubs and Fixtures	Please <u>CLICK HERE</u> to see our current programme
Vacancies	Please <u>CLICK HERE</u> to see a list of our current Vacancies
Key Dates	
Wednesday 06 October	Open Evening (for current Year 6's)
Thursday 07 October	Staff Training Day - school closed to all pupils
Thursday 07 October Monday 25 - Friday 29 October	Staff Training Day - school closed to all pupils Half Term

Attendance

Reporting your Child's absence from school

We are currently experiencing a high level of notifications for pupil absence in the morning and our phonelines are very busy. The best way to report your child's absence from school is to email <u>thecollege@cambournevc.org</u> preferably before 8:30am in the morning. Please use this email rather than contacting the Year teams or a member of staff directly, as the inbox is manned all the time and notifications will not be missed if there is a staff absence.

COVID

Please email your **child's name along with their year group and tutor group** with a brief description of the reason they will be absence. Just reporting 'unwell' is not sufficient and this will be followed up by the Year team.

If your child has ANY Covid symptoms, a positive LFD or you are accessing a PCR test, then please report this through the <u>COVID Information form</u> and this will be dealt with by our school nurse and the year team notified of the pupils absence.

Medical Appointments

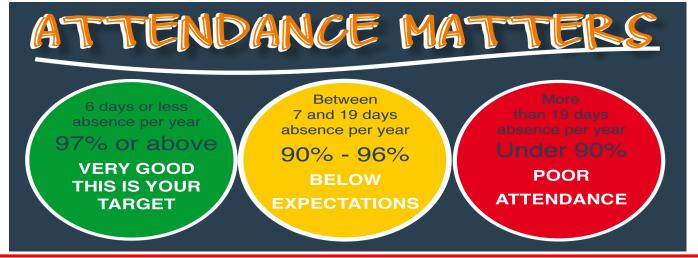
If your child is going to be absence from school due to a prearranged medical appointment, we ideally need notification of this 2 school days in advance. Please email <u>thecollege@cambournevc.org</u> with the date and time of the appointment and if possible a copy of the appointment letter/card. This will ensure the Year team and reception staff are aware of your child arriving late/leaving early so that the necessary arrangements can be put in place. Please note, if your child needs to leave early for an appointment it is their responsibility to inform the teacher they need to be excused early and to make their own way down to reception. Members of staff are not expected to collect pupils from lessons.

All pupils leaving early for appointments need to be collected by a parent to sign out through our main reception.

Planned Absence Request

For any planned absence where it is not a medical appointment, please complete a <u>planned absence request form</u>. We would appreciate if these could be completed and submitted for review where possible 2 weeks before the absence. This will enable us to give you a response before the absence is taken. If a request for planned absence is not made, it is likely to be recorded as unauthorised on your child's attendance record.

Changes to section 444 of The Education Act 1996 brought into effect in September 2013, removes the right of Head Teachers to authorise term time leave; therefore all applications for leave in term time will be unauthorised unless there are exceptional circumstances which must be detailed in writing to the Head Teacher at least 2 weeks prior to removal of the child from school.



COVID Testing - LFD testing

What is LFD

- Lateral Flow Device
- These are used for screening purposes only and should <u>not</u> be used if someone is symptomatic
- These tests are quick and easy to use at home and help to identify those who may have Covid-19 but aren't symptomatic

Why should my child take part in weekly screening?

- One third of infected individuals have no symptoms and unknowingly spread coronavirus infection. Community LFD testing is one method to help identify and then isolate those infected. This helps reduce the risk for others in the wider community who are more at risk of infection such as the elderly and those who have underlying health conditions, contacts that students and students families have outside of school.
- The government guidance for schools should you wish to read is <u>https://www.gov.uk/</u> government/publications/guidance-for-full-opening-special-schools-and-other-specialistsettings/rapid-asymptomatic-testing-in-specialist-settings
- LFD testing is voluntary, and we respect any decision surrounding this however we would like to encourage this as much as possible

The weekly process

- Pupils should test on a **WEDNESDAY** and **SUNDAY** each week
- Results should be entered into TestRegister at <u>TestRegister.co.uk</u>

If you do not want to use this app please continue to use the <u>Covid 19 Information</u> Form to log your results if Positive.

If your LFD test result is **positive** please isolate as a household and book a <u>PCR test</u> immediately. We will be notified that the LFD test results is positive (if using TestRegister). Please notify us of the PCR result via <u>Covid 19 Information</u>

Covid-19 symptoms

 If you or anyone in your household has: a continuous cough, loss of taste/smell or high temperature, isolate as a household and book a PCR test ASAP. You should <u>NOT</u> use a LFD test at this point.

Please let us know the details of this by completing this form: Covid 19 Information

The Library is open to all pupils every day from 8am until Registration, at break, lunchtime and after school until 4pm (4:30pm on Tuesday).

Pupils are welcome to come to read, search for new books and borrow them, do homework or research, or use their iPad or the computers.





Music Notices

There are still space for pupils to learn: flute, clarinet, saxophone, trumpet, violin, piano, keyboard, guitar, drums, or singing!

To sign, download the forms from here:

Instrument lessons - Cambourne Village College (cambournevc.org)

Music Clubs (in Music Block)

Music clubs are underway again:

3pm, Mondays – Concert Band (Years 7 – 11)

3pm, Tuesdays – Junior Choir (Years 7 & 8)

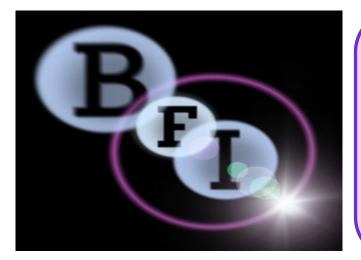
3pm, Tuesdays – Jazz Band (Years 9 – 11)

3pm, Fridays – Senior Choir (Years 9 – 11)

"Let The Sunshine In" – Tickets available

On **Saturday 16th** October there is a concert by the Cambridge-based theatre group *The Festival* Players featuring a performance by members of the cast of *The Addams Family!* Tickets are $\pounds 8 / \pounds 5$ and available via ParentPay

More details about the concert can be found here: <u>Latest – Festival Players, Cambridge</u>



British Film Institute 'Black lives on screen'

Thursday 7th October . Held at Cambourne Village College, 10.30am-12.15pm

Watch this short video from Miss Angell

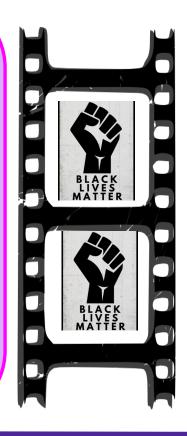
<u>https://www.loom.com/</u> <u>share/721bf73d7c14481fa76ba9098390ca</u> <u>3d</u>

All students in Years 9-11 with an interest in History, Film, and Politics, are invited to attend a free screening of '**Black lives on screen**'. This event uses a wealth of film from the BFI archive that represents the experiences of Black British people.

Event details:: The British Film Institute holds a rich archive of films relating to Black British History. Many of the films are explicitly about the Black experience in 20th century Britain, others capture the Black presence in and amongst other elements of British life. While some of the films confirm our understanding, many are surprising. Join us as we explore recordings of lived experience in 20th-century Britain and stories of migration.

Note: The school is closed on this day. Students will need to be at school from 10.30am-12.15pm to take part.

Speak to Miss Angell if you have any questions





Young Carers group will run from 3.10-4pm and students will initially meet in the Link but different activities will be planned weekly.

All year groups are welcome. Young Carer lunchtime drop-ins will also be on Mondays in the Link.

If parents have any queries, please contact Emily Smith at <u>esmith@cambournevc.org</u>





After School Gardening club

Starting 30th September : Every Thursday after school 3-4pm Please meet at <u>centre 1</u> for the first meeting; Bring your own gloves if you wish.

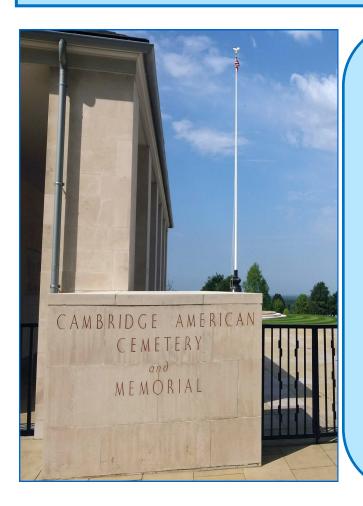
Be a great opportunity to meet new friends Have lots of fun and help to build the Sensory garden Learn about environmental issues and go on trips where possible Grow produce for the school kitchen/DT Be great for your DoE community voluntary work/learning new skills.

Please email me to let me know if you would like to come! Or if you would like more information:

please email Mrs Teo, mteo@cambournevc.org

Inspiring tomorrow's gardeners - today!

Bailly is will shall



<u>Cambridge American Cemetery</u> are developing an outreach programme aimed at inspiring young people interested in potential careers in Horticulture, Gardening and Turfcare.

The programme would provide insight into the varied disciplines involved in the maintenance and management of, sports pitches; golf courses; racecourses; parks and gardens. For those interested in Horticulture, an overview of tree and shrub maintenance; pruning technique; control of pests and diseases; implementation of environmentally friendly initiatives and best practices for use of garden machinery and tools is planned - as is the opportunity for students to have a go on one of the ride on mowers!

Cambridge American Cemeteries would like to gauge interest levels to inform their planning and delivery of the programme and need your help! - if you think that your child would be interested attending a programme such as this please complete <u>this very short form!</u>

PE Clubs

PE Department Extra-curricular Clubs – September 2021

MONDAY 3-4pm

Year 7 Football – Astro Year 8 Rugby- Field Year 9 Rugby – Field Year 9/10/11 Basketball – Sports Hall KS3 Badminton – Gym

TUESDAY 3-4pm

Year 8 Football – Astro Year 7 Rugby – Field Girls Rugby – Field Dance – Gym

WEDNESDAY 3-4pm

Hockey – Astro Year 9/10/11 Football – Astro Year 7/8 Basketball – Sports Hall Table Tennis – Gym

THURSDAY 3-4pm

Golf – Field (CCC) Sports Leaders Opportunities – Check the Sports Leaders Board

FRIDAY 3-4pm

KS4 Badminton – Sports Hall Girls Football – Astro Fitness – Gym

BTEC Catch Up - IT04

Meet at the back doors to the orange changing rooms.



Do you children want to learn to play golf or improve their skills? They can learn with a PGA professional, Joel, from the Cambridge Country Club!

Thursdays 3-4pm – meet at the orange changing rooms.

Anyone who attends all sessions from now until October half term will receive a free taster session at Cambridge Country Club Stags sessions and a golf goody bag to get them started in the game!

FA REFEREE COURSE

Course Venue	Evening Sessions	Practical Day	Cost	Who can apply?
Cambourne Fitness	Thursday 7 th October	Sunday 10 th October		
and Sports Centre	(6:30-9:30pm)	(9am–5pm)		
Northstowe Secondary School	Thursday 25 th November (6:30- 9:30pm)	Sunday 28 th November (9am-5pm)	£110	Anyone over the age of 14!
Northstoew Secondary	Thursday 24 th January	Sunday 30 th January		
School	(6:30-9:30pm)	(9am-5pm)		

If you or your child (over 14) are interested in becoming a Level 1 qualified referee, speak to Miss Gassner in the PE department for more information or email lgassner@cambournevc.org.









Can Parents please remind their children, who are in either Year 9 & 10 and are completing their Bronze Duke of Edinburgh Award this year...



...to attend an information afternoon on Friday 15th October - 3-4pm in the Main Hall.

A pre-recorded version of the presentation will be made available to Parents after the session.

Morrisons Vouchers



Please support and help the school purchase more gardening equipment and plants for the Sensory Garden CamVC.

You can do this by redeeming "Grow tokens" for every £10 that you in spend in store or online until 24th October.

All you have to do to help is if you are a "MvMorrisons" customer, to download the app and select CamVC to donate your tokens to. Then remember to scan your app or MvMorrisons card at the checkout for us to receive the tokens.

Many thanks for your continual support and help !

Impington International College -

Tours available from **20th September – 1st October,** open evening on **21st October** (4.45-8pm) and 1-1 meetings available – full information is available in the attached (which is also on the <u>careers page of the CATalogue</u>)



Impington International College New Road, Impington Cambridge CB24 9LW t: 01223 200 402 e: sixthform@ivc.tmet.org.uk

w: impingtoninternational.org.uk

10 September 2021

Dear Year 11 Students and Parents/carers,

As the new academic year begins and you move towards completing your GCSEs, you will be considering which post-16 pathway is right for you to continue your learning journey. <u>At IIC</u>, we pride ourselves on being the UK's top non-selective provider of the International Baccalaureate (Sunday Times, Parent Power 2020) and have been offering a world-class education for over 30 years. Over the coming months we will be hosting a number of different events to highlight what we have to offer at IIC.

IIC Tours: 20 September – 1 October

From the 20 September to 1 October, we will be hosting several ticketed 30-minute tours for prospective students and parents. During the tour, you will have a chance to walk around the site to see the facilities, meet IIC staff and students and visit some 6th form lessons. Tours are limited to 20 tickets per event so if you would like to book a ticket to attend, please do so by clicking the following link: <u>https://www.eventbrite.co.uk/e/impingtoninternational-college-tours-for-prospective-students-2022-entry-tickets-167875027727</u>

IIC Open Evening - 21 October (4:45 - 8pm)

On Thursday 21 October we are holding our on-site Open Evening for 2022 entry. You will be able to book a timed entry slot. During the event you will have a chance to hear more about the different programmes on offer, meet subject specialists and students and get to know our College. Tickets are limited to 50 per time slot so if you would like to book a ticket to attend, please do so by clicking the following

link: <u>https://www.eventbrite.co.uk/e/impington-international-college-open-evening-2022-</u> entry-tickets-170263640131

Online 1:1 meeting

If you are unable to attend any of our events, or have specific questions you would prefer to ask individually and would like to book an online 1:1 meeting with a member of our 6th form leadership team, please complete the following form and a member of the team will be in contact to arrange a suitable date and time for the meeting: <u>https://forms.office.com/r/4dH0G3qEsq</u>

We look forward to welcoming you to our many events at Impington International College.

Yours faithfully

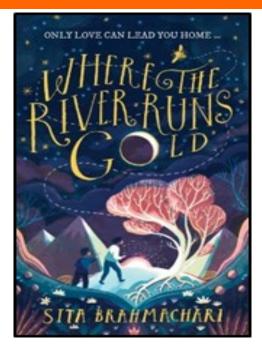
Christine Martin Director of Student Progress Impington International College



t: 01223 200 402 (ext 3287) e: CMartin@ivc.tmet.org.uk w: impingtoninternational.org.uk



BOOK RECOMMENDATIONS



Where the River Runs Gold by Sita Brahmachari

Shifa and her brother, Themba, live in Kairos City with their father, Nabil. The few live in luxury, whilst the millions like them crowd together in compounds, surviving on meagre rations and governed by Freedom Fields - the organisation that looks after you, as long as you opt in. The bees have long disappeared; instead children must labour on farms, pollinating crops by hand so that the nation can eat. The farm Shifa and Themba are sent to is hard and cruel. Themba won't survive there and Shifa comes up with a plan to break them out. But they have no idea where they are - their only guide is a map drawn from the ramblings of a stranger. The journey ahead is fraught with danger, but Shifa is strong and knows to listen to her instincts - to let love guide them home. The freedom of a nation depends on it... *(Available from the School Library)*

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Photography After Capitalism by Ben Burbridge

In *Photography After Capitalism*, Ben Burbridge makes the case for a radically expanded conception of photography, encompassing the types of labour too often obscured by black-boxed technologies, slick platform interfaces, and the compulsion to display lives to others. His lively and polemical analysis of today's vernacular photographic cultures shines new light on the hidden work of smartphone assembly teams, digital content moderators, Street View car drivers, Google "Scan-Ops," low-paid gallery interns, homeless participant photographers, and the photo-sharing masses. *(Available from the School Library)*



Students have access to a Teams channel of articles that school staff have chosen as being particularly interesting.

If your child is looking for something to read, there is a continually-updated selection – they'll fit nicely into the reading time each day, and offer something current to learn more about.

Find it here: <u>Recommended Articles</u>



Join us for a series of *free* public lectures. The lectures are **open to all** and

will be hosted via Microsoft Teams.



FREE LECTURE PROGRAMME

Monday 11th October <u>4-5pm</u> Dr Nicholas Zair

Senior Lecturer in Classics, Cambridge University

'Pompeii in its own words'

Join via Microsoft Teams: https://bit.ly/3lv9eUE

<u>Wednesday 10th November</u> <u>4-5pm</u> Dr Marjorie Gehrhardt

University of Reading 'Commemorating the First World War: Then and Now'

Join via Microsoft Teams: https://bit.ly/3n5p6Qj

<u>Monday 15th November</u> <u>4-5pm</u> Dr Elaine Murphy

Associate Professor of Maritime History, University of Plymouth

'Danger and Excitement: The Experiences of Women during the British Civil Wars of the 1640s'

Join via Microsoft Teams: https://bit.ly/3nhDsx6

Follow us on Twitter @Education__All and <u>@Historic All</u> for updates.

For more information contact: jangell@cambournevc.org &



For more information contact: jangell@cambournevc.org & Igassner@cambournevc.org



Return of FREE public lectures!

We hope that these free lectures help to foster a love and interest in a variety of subjects. There will be a range of speakers and the opportunity to ask questions at each lecture. This also fits in with our wider school remit of being a Village College, inspired by the ideas of Henry Morris, in which schools should act as a community hub and that education is a lifelong process. Everyone is welcome!

For this academic year we are hoping to have a mix of virtual and in-person events. Details about how to join the events (free of charge) and recordings of our previous lectures are available via the school website https://www.cambournevc.org/news-and-events/education-all.phpand via Twitter: @Education All

Monday 11th October

4-5pm

Join via Microsoft

Teams:

Join us for the next lecture this

term with Dr Nicholas Zair (Senior Lecturer in Classics. Cambridge University)

Pompeii in its own words.

Pompeii was buried in ash by the eruption of Vesuvius in 79 AD, preserving the houses, possessions, and even bodies of its inhabitants. But it also preserved thousands of

SCAN ME https://bit.ly/3lv9eUE words: carved, painted, scratched into walls. In this talk Dr Zair will discuss what sort of information we can get from these ancient writings, in particular about how Pompeii went from being an enemy of Rome to a 'typical' Roman town; about the society and culture of Pompeii; and about literacy and education.

Join via Microsoft Teams: https://bit.ly/3lv9eUE



Our Adult Education programme has been updated for the 2021-22 academic year with additional new free online courses—which still have spaces available including on subjects such as Counselling (introduction to) as well as English and Maths GCSEs.

The full 2021-2022 programme has over 150 courses on offer. Full details of the programme can be found on the Adult education page of the website. Detailed Information sheets on all of our courses are also available to download.

You can also contact Mandy Draper by email on <u>commed@catrust.co.uk</u> or phone: 01223 264721 for more information.

Online Safety Tips

KEEPING YOUR CHILD SAFE ONLINE

Please see below some links to helpful ideas and materials around keeping children safe online:

https://www.net-aware.org.uk/ https://www.thinkuknow.co.uk/ https://oursaferschools.co.uk/home-learning-hub/



Staying Safe



Combined Minds

COMBINED MINDS APP

Combined Minds is an app for parents and carers developed for teenage mental health charity Stem4 by Clinical Psychologists. The app aims to help families and friends support young people with their mental health.

Combined Minds use a 'strength based approach' which focuses on the positive attributes of the person and builds on resourcefulness and resilience. The app helps families to find ways to provide the right environment to help individuals they support affect their own change.

The app includes providing further information on certain needs such as anxiety and digital addiction as well as offering ways of accessing further help and useful suggestions of 'things you can do in the moment' to help support the young person.

More information can be found through the Combined Minds website at https://combinedminds.co.uk/

TEAMS | ONENOTE

Microsoft Teams, Teams assignments, and OneNote are becoming increasingly more central to the way we are providing and receiving work. Below are some resources to help you support your children with these services.

Click here for a guide to handing in Teams Assignments: <u>https://catrustorg.sharepoint.com/:b:/s/CambourneVCPublic/Eckeb-</u> WkJX1NoaAciPBjAScBG_cU4zuSmd0A0WEUDyO-Fw?e=OgjANx

<u>Click here</u> for a YouTube playlist with short tutorial videos (if you prefer, your child can access the same videos through their school account <u>here</u>)



The Kooth service, is running free online parent / carer information sessions.



Kooth is designed to support the wellbeing and resilience of young people and is available for 11-25year olds in Cambridgeshire & Peterborough. Kooth is running **free** online parent/carer information sessions - designed to help you understand how Kooth can support your child with their mental health and wellbeing.

We have a shorter 'bitesize' session which will cover: A Live tour of the Kooth site An opportunity for Questions & Answers about Kooth

Please click on the registration link for the date/time you'd like to attend:

Please ensure you register for the webinar of your choice.			
Date	Time	Registration Link	Zoom Link
Weds 20 Oct	12pm	https://www.eventbrite.co.uk/e/	https://zoom.us/j/96248658006?pwd= UXdkQm1IdmIGZWpHaH-
BITESIZE SESSION	– 12.30p	discover-kooth-parent-carer- bitesize-sessions-tickets-	RIMDhXVnJOZz09
	m	163865069835	

OR a longer one hour session which will cover:

A Presentation on Kooth

A Live tour of the Kooth site

An opportunity for Questions & Answers about Kooth

Please click on the registration link to attend:

Please ensure you register for the webinar of your choice.			
Date	Time	Registration Link	Zoom Link
Thurs 23 Sept	6pm – 7pm	https://www.eventbrite.co.uk/e/ discover-kooth-parent-carer- information-sessions-tickets- 164152609875	https://zoom.us/j/92322859095? pwd= aEVpdEYzUn- pXL0NZWIJQM3hteFhpdz09
Tues 16 Nov	5pm- 6pm	https://www.eventbrite.co.uk/e/ discover-kooth-parent-carer- information-sessions-tickets- 164152609875	https://zoom.us/j/94295360074? pwd= L0xKdzNEM0ZJVVAz- eE9hUXExYmhFUT09
Tues 14 Dec	6pm- 7pm	https://www.eventbrite.co.uk/e/ discover-kooth-parent-carer- information-sessions-tickets- 164152609875	https://zoom.us/j/94874926099? pwd= VHhFQ0tXMzhPTFNJeVFt- THhGYWZxQT09

Kooth provides a safe, secure means of accessing help via the internet. By accessing Kooth, young people can benefit from:

A free, confidential, anonymous, and safe way to receive support online.

Online Counselling from a professional team of BACP qualified counsellors is available via 1-1 chat sessions or messaging on a drop in basis or via booked sessions.

No referral is required. Young people can register for kooth independently via kooth.com

If you have any questions or would like to discuss what Kooth.com can offer, please address them to the school/[professional. If you would prefer to contact Kooth directly, simply email parentsandcarers@kooth.com.

If your child has **lost an item of uniform**, please ask them to check with their **Year team office** in the first instance, or please **email thecollege@cambournevc.org** so that we can arrange for your child to check our unnamed items.

If your child needs a coat/jacket and would like to look through our unnamed items to find something suitable for them, please ask them to go to their Year team office or email the College.



SecondHandUniform

We currently have a large number of good quality second hand uniforms available for purchase at a discounted rate. Please complete the form: <u>Second-Hand Uniform Re-</u><u>quest</u> and enter what uniform needs your child has.

With reception being open until **9pm each week night during term time**, there is an opportunity to organise a Covid safely-distanced visit to the school to 'see before you buy' at hours to suit you.

Please email our evening receptionist Liz Staines to organise a time slot: <u>El-</u> <u>Staines@cambournevc.org</u>



Thank you for your continued support with your children's return to school by sending them back in such smart uniform.

Families who find it difficult to afford school uniform at any time should contact their Year team admin (details below), in complete confidence, so that a way forward can be found.

Year 7 - Louise Ramsay <u>cam-year7@cambournevc.org</u> Year 8 - Louise Boyd <u>cam-year8@cambournevc.org</u> Year 9 - Melanie Stanford <u>cam-year9@cambournevc.org</u> Year 10 - Kayleigh Blane <u>cam-year10@cambournevc.org</u> Year 11 - Sam Tomlinson <u>cam-year11@cambournevc.org</u>

Our up-to-date uniform policy and suppliers can be found on the <u>school website</u>.

Cambourne Arts Centre and Cinema

Professional arts events and Community Cinema
Evenings, weekends and school holidays
For all of Cambourne and the surrounding area



How can you help?

Scan the QR code or visit: https://www.cambournevc.org/aboutus/charitable-trust/



<u>We need</u> more funds!

To get to where we are today has cost £145,000 so far!

To be able to bring a <u>CINEMA</u> to Cambourne, we need YOUR support to raise the final <u>**£100,000,**</u> by December 2021, for:

 Professional quality cinema screen and projector

 Surround-sound speakers Cambourne Village College has built a <u>new</u> <u>performance hall</u>, with the help of our Town and County Councils!

Funding from Cam Academy Trust and the College, and fundraising by CamVC's Charitable Trust, means that hopefully by September 2021, we will be delivering:

- Musical and theatre performances for audiences of up to 350
- A full stage, lighting and top-quality tiered seating experience

In addition, we now have the ambition to:

- Show box-office films just weeks after national release
- Stream live broadcasts of west-end theatre, ballet and opera
- Employ a Community Arts Officer to grow the Arts offering for local people
- Attract professional touring theatre and dance companies



Students IT Support

If your child needs a password reset, for example to their email, Show My Homework or any of the platforms we use at the College, or if they have any issues with their iPads, please email <u>cam-support@cambournevc.org</u>.

We will aim to respond to any enquiry within 24 hours.

Communication with the School

How can I contact my child's Year Team?



Please email **cam-year7**@cambournevc.org | PSA Louise Ramsey

Please email cam-year8@cambournevc.org | PSA Louise Boyd

Please email cam-year9@cambournevc.org | PSA Mel Stanford

Please email cam-year10@cambournevc.org | PSA Kayleigh Blane

Please email **cam-year11**@cambournevc.org | PSA Sam Tomlinson

We will aim to respond to any enquiry within 48 hours.

There are a variety of ways in which we will contact you, including by telephone, by letter, by email, in our newsletters and via our website. There are several ways in which you can contact us, and these include:



By email to thecollege@cambournevc.org



By calling Reception for all general enquiries on 01954 284 000



By writing to Cambourne Village College, Sheepfold Lane, Cambourne CB23 6FR



Via the 'contact us' page of our school website www.cambournevc.org

We aim to respond to any enquiry within 48 hours.