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## Transition from Primary School to Cambourne Village College, September 2019

Dear Parents and Carers

We are looking forward to welcoming your child in September, and to working with you over the next five years to ensure that your son or daughter's secondary school career with us is happy and successful. We know that the transition from primary to secondary school is an exciting and sometimes anxious time for the pupils and we try hard to ensure they feel confident and happy about starting at Cambourne Village College in September. This letter contains an outline of the events planned for this summer; more detailed information will be provided to you later in the term.

### Transition Events

A number of activities has been organised to help our incoming Year 7 pupils and their parents meet the staff and become familiar with the routines of Cambourne Village College before September. These are summarised on the table below. All events take place at the College unless otherwise indicated.

Week of 29 <sup>th</sup> April	<b>Registration Packs and Information Booklet</b> to be sent out. To be completed and returned by the May half term
Weeks of 4 <sup>th</sup> and 11 <sup>th</sup> June	Cambourne Village College staff visit catchment primary schools: class teacher liaison; meet pupils and give out information booklets.
Throughout June	Special Educational Needs Co-ordinator visits primary schools; some pupils make additional visits to CamVC.
From Monday 3 <sup>rd</sup> June	Maths and English Department staff from CamVC visit catchment primary schools for transition learning activities.
Monday 1 <sup>st</sup> July 7.30pm.	<b>Parents' New Intake Information Meeting</b> <b>Parents only.</b>
Thursday 4 <sup>th</sup> July 8:30am – 2:50pm	<b>New Intake Day 1</b> – All Year 6 Pupils. <ul style="list-style-type: none"> <li>• Pupils spend day at CamVC in tutor groups, taking part in a <b>range of different lessons</b></li> <li>• Primary school uniform to be worn</li> <li>• Bring pencil case</li> <li>• <b>Lunch is provided</b> from our School Canteen</li> </ul>
Friday 5 <sup>th</sup> July 8:30am – 2:50pm	<b>New Intake Day 2</b> – All Year 6 Pupils. <ul style="list-style-type: none"> <li>• Pupils spend day at CamVC in tutor groups, taking part in a <b>range of different activities</b></li> <li>• <b>PE kit and trainers to be worn</b></li> <li>• Pupils will need to <b>bring a packed lunch</b></li> </ul>



<p><i>Please refer to your original letter for dates, or contact the school.</i></p>	<p><b>Essential School Wear Shop</b> – An opportunity to purchase the school uniform. Please note that as from September 2019, pupils will be required to wear school-branded trousers and skirts, as well as polo shirts and jumpers. Full information will follow with registration documents.</p> <p><b>SWI uniform fitting</b> - An opportunity to try on items from the PE uniform before on-line purchase.</p> <p><b>Second-hand uniform sale.</b></p>
<p>Mon 19<sup>th</sup> and Tue 20<sup>th</sup> August</p> <p>Wed 21<sup>st</sup> or Thurs 22<sup>nd</sup> August</p>	<p><b>Bikeability Training</b></p> <p>Level 1/2, for pupils without this, who wish to cycle to Cambourne Village College in September.</p> <p>Level 3, for those who wish to improve skills and confidence (1 day course). All booking should be made direct with Bikeability via the link on our College website.</p>
<p>Tuesday 3<sup>rd</sup> September</p>	<p>Cambourne Village College opens for Year 7 pupils only.</p>

**Please note that parking at the College is limited and Sheepfold Lane can become congested. We encourage our pupils, staff and visitors to walk or cycle wherever possible. Pedestrian and cycle access is via Swansley Lane. Please use the Sheepfold Lane entrance if you do drive to school. PARENTS MUST NOT DROP OFF OR COLLECT FROM THE SWANSLEY LANE ENTRANCE AS THIS CREATES A HAZARD FOR PUPILS.**

### **Parents' New Intake Information Evening, Monday 1<sup>st</sup> July 7.30pm**

This is an important evening for parents, at which many of the routines and expectations for pupils of Cambourne Village College will be explained. The presentation will start at 7.30pm. There will be talks by a range of College staff and there will be the opportunity to ask questions. The evening will conclude at approximately 8.30pm. **This evening is for parents only.**

### **New Intake Days, Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> July, 8.30am – 2.50pm.**

These days are arranged in order to give pupils the opportunity to experience the routines of the College, to meet key staff, and to participate in a range of lessons and activities before starting with us formally in September.

#### **Travel**

Pupils need to arrive by 8.30am. Please allow your sons and daughters to make their own way to school, in practice for September, wherever possible. We advise those who cycle to school should wear a cycle helmet, and a bicycle lock is recommended.

*Mobile phones may be brought to school but they must be switched off and out of sight during the day. Pupils are responsible for the safety of their possessions.*

#### **Lunches**

Thursday: Lunch will be provided free of charge, so that pupils are given the opportunity to try our popular school cafeteria. Pupils who wish to bring a packed lunch may do so. All pupils should bring a water bottle and break time snack. Any pupils with particular dietary needs should bring their own packed lunch on this occasion; in September arrangements will be made to meet these particular needs.

Friday: Pupils will need to bring in a packed lunch, water bottle and snack for break time.



## Tutor Groups

During the summer term we will create the new tutor groups for Year 7. We group pupils to ensure a balance of gender, ability, behaviour, Special Educational Needs, and the particular gifts and talents of the pupils. We take advice from primary schools regarding the placement of pupils with Special Educational Needs and we ask to be advised of any pupils who should not be grouped together. The Year 6 teachers have no other input into the formation of tutor groups. We ensure that all pupils are placed in a tutor group where they will know at least one other pupil from their primary school, if possible. The pupils meet other members of their tutor group on the new intake days and will quickly make new friends in September.

In Year 7, pupils are taught in their tutor groups for some lessons and in ability sets for English, Maths and Spanish. These sets are formed during the first and second terms. The PE department also regroups pupils; therefore, your child will not spend all of their time in their tutor groups and will be with different combinations of children across their lessons.

## iPads at Cambourne Village College

Following very positive feedback on the pilot project to introduce iPads to support learning in our current Year 7 cohort, we are rolling out this initiative across the College over the coming years. Your child's intake will be the next year group to reap the benefits of this technology and with parents' support, we will introduce the scheme for Year 7 from September 2019. To be able to move forward, we are reliant on parents and carers sharing our vision and supporting our plan with a monthly voluntary contribution towards their child's iPad.

We have been working with Albion, an Apple Solution Expert for Education, (<https://www.albion.co.uk/education/apple-in-education>) and an educational charity whose mission is to work with schools and their parents to provide devices to pupils so that they can use technology for learning, both in school and at home. We have been able to provide a scheme that will be funded using voluntary parental donations. The College will make no profit from the parental donations. We are very excited at the prospect of the enhanced learning opportunities the iPad will give our pupils and we hope that parents/carers are able to make a voluntary donation of £9.80 a month over 36 months (starting in September 2019). In return your son/daughter will receive the newest version of iPad plus keyboard case, wall charger, full insurance against damage and theft, all software and applications needed and technical support during school hours.

The College has been able to secure funding for Pupil Premium pupils, which will cover the costs for the iPad, case and insurance. If you think your son/daughter may be eligible, please contact the College office. It may also be possible to offer some financial assistance to other families who may be experiencing financial difficulties.

Full details will be with your registration documents, and details of a parents' iPad information meeting in May will be sent separately.

## Languages at Cambourne Village College

All pupils study Spanish in Year 7, and those showing a strong aptitude for language learning will be offered the opportunity to study French or German also. Learning two languages requires a certain level of independence and commitment, and the final decision on languages grouping will be made by the Modern Foreign Languages Department, taking into account the information received from your son or daughter's primary school and the class teacher's judgement. If you would like to express a strong preference for your son or daughter to study either French or German if they are offered a second language, please inform Mrs M Collado-Canas of your preference by email: [MCollado-Canas@cambournevc.org](mailto:MCollado-Canas@cambournevc.org) by **Friday 19<sup>th</sup> April**. We will attempt to take these preferences into account in placing your child in Year 7, although we cannot guarantee to do so.



## Cycling to School

We expect all Cambourne-resident pupils, except those with particular special educational or medical needs, to walk, cycle, or ride scooters to school - there is cycle and scooter accommodation on site. Pupils should provide a padlock and lock their bike or scooter securely each day. Pupils who cycle to school are advised to wear a correctly-fitting cycle helmet and to have completed Bikeability training. The following opportunities are available:

- **Level 2 Training** - for those who have not done this at primary school and wish to cycle to school in September:  
Days: Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup> August 2019  
Timings: 10.00am - 12.00pm & 12.30pm - 2.30pm each day  
Maximum number of pupils: 36
- **Level 3 Training** - for those who wish to improve skills and confidence  
Days: Wednesday 21<sup>st</sup> **or** Thursday 22<sup>nd</sup> August 2019 (1 day course)  
Timings: 10.30am - 1.30pm on either day  
Maximum number of pupils: 21

Please note that all bookings for these courses are managed by Outspoken Training. Please see our website for contact information: <https://www.cambournevc.org/parent-carer-and-student-information/bikeability>

## Registration Documents

After Easter we will be sending out our registration documents that we will require you to complete for your child's start in September. These registration documents will be sent out via our School Post system which you will receive through an email. At Cambourne Village College we use electronic communication with parents as much as possible and have subscribed to a company called School Post, which enables us to email communications directly to you. School Post input all the parents' data for us and create a database which we then administer. The contact details you supplied to Cambridgeshire County Council Admissions at the time of your application will be used to enrol you onto our School Post system; you will then receive an introductory email explaining how the system works.

If any of your contact details have changed since your secondary school application, or if you would rather receive a paper copy of the registration document please contact our Admissions Officer, Vanessa Popplewell on 01954 284028 or by email [vpopplewell@cambournevc.org](mailto:vpopplewell@cambournevc.org) by **Friday 19<sup>th</sup> April**. It is important that you complete and return these registration documents promptly, as they contain contact details, medical and consent information that we will require before the New Intake Days in July. Failure to return them before September can delay your child's start at the College. If you have any difficulty in completing these documents online, please contact Vanessa Popplewell, as above and we will be able to help.

This letter is intended to give you an outline of the events and processes that take place this term, to help your child make a secure and happy move from primary to secondary school. Much more detailed information will be sent to you via School Post, with your registration documents. Copies of the information documents are available on the school website <https://www.cambournevc.org/parent-carer-and-student-information/new-intake>

We look forward to seeing you at the Parents' New Intake Evening on Monday 1<sup>st</sup> July.

Yours sincerely

Mrs Claire Coates, Principal

