



# **WELCOME!**

## **Kimberley Meet The Tutor Evening Pastoral Arrangements**

### **Wednesday 16<sup>th</sup> October 2019**



## Agenda for this session:

1. Who's who – Roles and Responsibilities
2. College Timetable
3. Pastoral Support
4. Attendance and Communication
5. Wellbeing
6. Expectations – Attendance, Dress Code, etc.
7. Enrichment
8. Any questions?

*Please note this presentation will be available on our website.*



## Who's Who:

|                      |   |
|----------------------|---|
| Mr Tim Detheridge -  | Principal   |
| Dr Liz Mackay -      | Assistant Principal – Teaching and Learning       |
| Mrs Kay Everett -    | Pastoral Leader, Designated Lead For Safeguarding |
| Mrs Yvonne Ashby -   | Careers information, education and guidance       |
| Mrs Carol Stewart -  | UCAS/Early entry and Next Steps Coordinator       |
| Mrs Jess Holmes -    | SEND Coordinator                                  |
| Ms Julie Nichols -   | Attendance and Bursary                            |
| Mrs Nicola Lowe -    | Sixth form administrator and admissions           |
| Miss Erica Munson -  | Pastoral Tutor                                    |
| Mrs Lucy Morrow -    | Pastoral Tutor                                    |
| Mr Ashley Gordon -   | Pastoral Tutor                                    |
| Miss Georgia Smith - | Pastoral Tutor                                    |



## KIMBERLEY COLLEGE TIMETABLE

### Kimberley College

|          |                                   |
|----------|-----------------------------------|
| 8.35 am  | Academic mentoring                |
| 8.50 am  | am learning block (lessons 1,2,3) |
| 11.20 am | Break                             |
| 11.35 am | Academic mentoring                |
| 11.50 am | pm learning block 1 (lessons 4,5) |
| 1.30 pm  | Lunch                             |
| 2.10 pm  | pm learning block 2 (lesson 6)    |
| 3.00 pm  | end of the day                    |

### At Wootton

|          |                                  |
|----------|----------------------------------|
| 8.35 am  | am learning block (lesson 1,2,3) |
| 11.00 am | Break                            |
| 11.35 am | Academic mentoring               |
| 11.50 am | pm learning block (lesson 4,5)   |
| 1.20 pm  | Lunch                            |
| 2.00 pm  | pm learning block 2 (lesson 6)   |
| 3.00pm   | end of the day                   |

**Please note that KS 3 and 4 students at Wootton follow a different timetable to KS 5 learners.**





- **Students will have a timetabled Pastoral Tutor Session once a week.**  
During this session we will update students on recent and upcoming college news and share information about a variety of college deadlines, attendance and assessment concerns.
- **Pastoral Tutor sessions will also provide opportunity for us to deliver an extensive PSHE and Careers Education (Next Steps) programme during which students will:**
  - Discuss a wide range of health, ethical, social and moral issues (eg. 'Sexual Health', digital well-being and cancer awareness)
  - Develop a range of life skills eg. Coping with stress, personal finance
  - Consider their 'next steps' and plan work experience
- **Students will also meet with their Pastoral Tutor for a one to one discussion, once a term, for 20 minutes. At this meeting there will be a focus on:**  
Attendance, academic progress and planning for 'Next Steps' and any other personal or pastoral issues which maybe causing concern
  - **Students must attend all the sessions described above!**



## Attendance and Communication:

Expectation = 100% - No 'N' marks! ('N' = unexplained absence)

If your son or daughter is unable to attend college then either they or you need to do one of the following:

- call 01234 762890 (there is an option to be put through to Ms Nichols directly or to leave a message if Ms Nichols is unavailable – option 1)
- email [6formattendance@wootton.beds.sch.uk](mailto:6formattendance@wootton.beds.sch.uk)
- On the college website under 'Parents' there is a 'Report Absence' form which goes directly to Ms Nichols

If a student is missing from a lesson and we don't know where they are then an email will be sent home. Please let us know the reason for absence so we know your son/daughter is safe.



# Attendance and Communication:

## Leave of Absence

If an absence is known about in advance then a 'Leave Of Absence' form should be completed and be given to subject teachers to sign. These are available from reception and can be returned to reception or handed directly to Ms Nichols. We will be able to authorise absence in some circumstances such as:

- Emergency medical/dental appointments
- Driving tests
- Religious festivals
- University visits
- Higher Education/Apprenticeship Interviews
- Personal close family circumstances e.g. weddings

We **cannot** authorise absence for:

- Holidays
- Driving lessons or the theory test
- Routine medical appointments
- Part time work interviews, training or shifts



## Pastoral Concerns

If you have concerns about the well being of your child and feel their college experience is being affected please let us know.

- Your son or daughter's Pastoral Tutor is the first point of contact
- Mrs Kay Everett is the College Pastoral Leader and also the first point of contact for any 'safeguarding' concerns.
- The College has a 'quiet room', 'prayer room' and 'sanctuary room' all available for student use at any time of day. The 'sanctuary room' – 1S15 is for use by students who feel overwhelmed by the noise and bustle of the atrium and is available at lunch or break times.
- We also have a medical room and qualified first aiders – Mrs Nicky Lowe in the admin form office being the most accessible. Our college nurse Mel James is also available every Thursday morning. Gemma Williamson from ICASH (formerly Brook Advisory Service) will also be in college from 12 – 2pm on the last Thursday of every month. Gemma will be running a Sexual Health drop in clinic for students at Kimberley College
- We are finding that many of our students find it difficult to cope with this important stage in their lives and this can develop into deteriorating mental health. We are very lucky to have the support of a trained counsellor at Kimberley College, Mrs Dominique Phillips. Students need to refer themselves to the counsellor either by email or text [dphillips@wootton.beds.sch.uk](mailto:dphillips@wootton.beds.sch.uk) 07850 916332.
- Website Signposts – [www.kimberleycollege.co.uk](http://www.kimberleycollege.co.uk) – Students – Student Welfare – links to a variety of websites offering support in a number of different areas.





## Other information:

- **Driving**
  - Driving lessons and the Theory Test **should not** be booked in College time.
  - A Leave of Absence form should be completed for the Driving Test
  - Parking permits must be applied for and be clearly visible on the vehicle at all times.
  - Cyclists must inform the college of their intention to cycle to college and are expected to wear a helmet when cycling on the roads.
- **Bursary**
  - Financial assistance through a means tested government scheme.
  - Please contact Ms Nichols for more details. There are four types:
    1. Level 1 - £19,999 household income threshold
    2. Level 2 - £24,999 household income threshold
    3. Level 3 - £29,999 household income threshold
    4. Vulnerable – students in care or care leavers



## College systems and communications:

- All staff will regularly record aspects of student achievement and behaviour on SIMS (our college database). Concerns about student wellbeing (academic as well as social and emotional) will be recorded on our CPOMs system which automatically alerts relevant staff.
- The College has a formal disciplinary procedure for serious breaches of our Code of Conduct, which may be found on our College website.
- Bookings for parents evening appointments and other events at the college are completed electronically through the Parents section of our website or by phoning Reception.
- Contacting the College –
  - Telephone 01234 762890
  - email [initialsurname@wootton.beds.sch.uk](mailto:initialsurname@wootton.beds.sch.uk)
  - twitter @STEMcollege
  - facebook.com/KimberleySTEMcollege/
  - website: [www.kimberleycollege.co.uk](http://www.kimberleycollege.co.uk)



## Expectations:

1. Commitment to study and managing workload
2. Support for and engagement in College activities
3. Dress code – Modest and appropriate - no ripped jeans or sports wear.
4. Student/College partnership agreement – please check packs to see if this is outstanding.
5. Identity cards and lanyards – Must be worn at all times
6. Network usage and BYOD – Please use the wireless network
7. Punctuality
8. Good communication
9. Part time work – We understand that many of our students will welcome the opportunity for paid employment, however students should not work excessive hours. More than 12 hours are considered likely to have a negative impact on academic progress.



## Enrichment:

We have a wide range of enrichment opportunities available to our students outside of lesson times and we strongly encourage students to get involved.

Our gymnasium is open daily. (11.30 – 3.30)

The following activities are also available this half term:

| Title   | When                                      |
|---|---|
| Amnesty International Group   | Tuesday 3-3.30pm                          |
| Christian Union   | Monday 11:20                              |
| Debate Club   | Wednesday Lunch                           |
| <b>F24+ team:</b> Funding, Designing and Building (eventually) the battery powered racing car | Wednesdays after college                  |
| I AM CREATIVE (Graphics)  | Tuesday and Thursday 3.15 - 5.00pm        |
| One Health Society (Student Led)- A society for aspiring medics, dentists and vets.           | Y12- Monday break<br>Y13- Wednesday break |





## Enrichment:

There are a several opportunities for Year 12 students to get involved in Student Leadership, including becoming a Student Ambassador, joining Student Council, or representing a subject as a Subject Leader. If you have any questions about Student Leadership opportunities, please see/email Mrs. Ashton.

In Year 13, students will have the opportunity to apply for the position of College President and the following Student Leadership Positions:

- Community and Events Champion
- Creative Arts Champion
- Fundraising and Charities Champion
- Sports Champion



Student Ambassadors 2019



College Presidents, Udhay and Marcel





## Enrichment:

We also arrange a variety of charity events throughout the year, and are keen to support local and national charities.

#HelloYellow  
**YOUNGMINDS**





# Thank you very much for your time!

The following colleagues are all available in the atrium if you have any additional questions or concerns:

- Ms Nichols – Bursary
- Mrs Ashby – Careers and Work Experience
- Mrs Stewart – UCAS
- Mrs Lowe – Sixth Form Administration
- Mrs Everett – Pastoral Care/Safeguarding
- Kris Lingwood – National Citizenship Service
- Marcel and Udhay – Student Council and Enrichment