



# Arthur Mellows Village College

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*"Arthur Mellows is an outstanding school" – (Ofsted judgements November 2009 and December 2014)*

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Helpston Road, Glinton, Peterborough, PE6 7JX      Tel: (01733) 252235  
[office@arthurmellows.org](mailto:office@arthurmellows.org)      [www.arthurmellows.org](http://www.arthurmellows.org)

Head of College: Mr M Sandeman BSc (Eng) PGCE (Science)

April 2021

Dear Parent and Student

## **ADMISSION TO ARTHUR MELLOWS VILLAGE COLLEGE – SEPTEMBER 2021**

I would like to take this opportunity of welcoming you to Arthur Mellows Village College and I am pleased that you are joining us this September for the Year 7 intake. We are currently anticipating an entry of 264 students but do have appeals pending and a reserve list of applicants very anxious to gain a place in September. It is, therefore, of the utmost importance that if you have changed your mind regarding a place at Arthur Mellows, you contact my PA, Debbie Sanderson, on 01733 254070 immediately.

### **Administration**

I have pleasure in enclosing a Student Admission Confirmation Booklet for your completion and I would ask that you return this to the College, in the enclosed labelled envelope as soon as possible (by Friday 7 May 2021 at the latest) along with a **copy** of your child's full birth certificate (detailing parent names) and your proof of address documents.

**Further information, such as the Admissions Booklet and information regarding your child's transition to the College will be forwarded at a later date and will be available on the College website. Your assistance with the prompt return of the paperwork at this stage would be appreciated.**

### **Initial Primary School Visits and Transition to the College**

Before September we will be visiting and / or contacting your child's primary school to speak with them regarding your child and their academic ability. The new Year 7 will then be placed in mixed ability Tutor Groups. Every effort is made to ensure that these are truly mixed ability groups to provide equality of opportunity during Year 7. Classes are not taught in these Tutor Groups; teaching groups are populated according to academic performance in English and Maths, with other subjects set in a variety of ways.

For students, as well as parents/carers, we will be introducing the College through an online video, which will be available on our website later in the summer term. We will cover how the College will support your child pastorally and within their learning, as well as provide you with some ideas on how you can support from home.

Also available within the video to answer any questions will be:

- Mr Pepper – Head of Year 7
- Mr Roberts – Assistant Head of Year 7
- Mr Cradock – Assistant Headteacher and Key Stage 3 Achievement Co-ordinator
- Mrs Sludds and Mr Steele – Assistant Headteachers and Pastoral/E-Safety Co-ordinators
- Mrs Harrison – Special Educational Needs
- Mrs Hammond – Head of Music

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Head of College: M Sandeman

Arthur Mellows Village College is a company limited by guarantee, registered in England with company number 7333133, exempt from using the word 'Limited'.  
Registered office: Helpston Road, Glinton, Peterborough, PE6 7JX

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**Arthur Mellows Village College is part of the Four Cs Multi-Academy Trust**

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There will also be a series of online videos from Mr Pepper released with different topics, designed for your child to be introduced to the College. Details will be sent to parents/carers in due course.

### **Cashless Catering and ParentPay**

The College operates a cashless system for payments of food, books, resources and trips. No cash is accepted in the Refectory or Sixth Form Cafe Lounge. If you have returned your Student Admission Confirmation Booklet (enclosed) giving consent, new Year 7 students will have their fingertip registered. Please refer to the enclosed paperwork which gives full details of how the cashless system works and the security measures in place **together with your own personal log-in information.**

To make use of this facility please go to [www.parentpay.com](http://www.parentpay.com) and activate your account. Please refer to the enclosed ParentPay guide for your login information.

### **Modern Foreign Language Curriculum**

The curriculum at Arthur Mellows Village College includes a compulsory Modern Foreign Language. Each Year 7 student will therefore be allocated either French or Spanish within their timetable. The choice of language is not an optional choice made by parents, however, if the allocated language causes a major concern please write to the College and return this with your admission paperwork. We will then make a note of your concerns.

### **Bus Transport**

In September, many students will travel to College by contracted transport, supplied by the Local Authority for the catchment area, or public transport provided by private companies, which operate from outside the catchment area. Please note that services operated by private companies from outside the catchment area do not come under the control of either the College or the Local Authority and, therefore, there can be no guarantee of continued service or timetable. Further information on this will be sent to you later.

### **And Finally.....**

We will endeavour to make the period of transition from Primary School to Secondary School as smooth as possible for your child. However, should you have any questions whatsoever please do not hesitate to contact the College. I list below the names of key members of staff to ask for, and their respective role within the College, to assist you in contacting us:

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|----------------------------|---|
| • Mr J Pepper              | Head of Year 7                                      |
| • Mr L Roberts             | Assistant Head of Year 7                            |
| • Mr N Steele/Mrs J Sludds | Assistant Headteachers – Student Pastoral/Wellbeing |
| • Mrs B Harrison           | SENCO   |
| • Mrs D Sanderson          | Admissions / PA to Head of College                  |

I look forward to meeting you over the next few months and welcoming you officially to Arthur Mellows Village College and what we anticipate being a very productive and exciting new year.

Yours sincerely

*M. Sandeman*

**M SANDEMAN**  
Head of College