December 2020

Issue 70



# THE VOICE of Arthur Mellows Village College



### **Message from the Head of College**

As we approach the end of term and the well-deserved break of the Christmas holiday, I would like to thank all parents / carers for your support of the College during these difficult circumstances. The College has endeavoured to make the return to school for our young people resemble normality as much as possible and I see active teaching and learning taking place every day, with students inspired and eager to learn.

Throughout the Autumn term the College has had some positive Covid19 cases to deal with and we have had to track and trace close contacts where necessary and request self-isolation. With this in mind it is important that I take this opportunity to remind everyone of the Covid action we all need to be taking to ensure that we keep everyone safe and to lessen the extent of any self-isolation requests the College has to impose on staff and students.

The College operates within strict guidance laid down by our Public Health colleagues in terms of who is identified as being in 'close contact'. Crucially, the College has been directed that the track and trace procedure will need to take place <u>right up until the end of Wednesday 23 December</u> (after we have broken up), therefore, please report all positive cases to the College, so that these can be acted upon and contact made with individuals recommending self-isolation for 10 days.

Can I please remind parents that if your son / daughter experiences ANY ONE of the published Covid symptoms, they should not attend school and should book a test via <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>. At the same time, please email <a href="mailto:office@arthurmellows.org">office@arthurmellows.org</a> which is manned out of hours so that this can be dealt with as necessary.

For your information the following link provides quick access to the various guides for parents on self-isolation and Covid test implications: <a href="https://www.arthurmellows.org/news/?pid=3&nid=3&storyid=30">https://www.arthurmellows.org/news/?pid=3&nid=3&storyid=30</a>

M Sandeman, Head of College

If your son/daughter tests positive between:	AND Wednesday 23	Notify office@arthurmellows.org without delay so that contact tracing can take place and staff/ students asked to self-isolate for 10 days if appropriate.	
If your son/daughter tests positive between:	AND Monday 4 January	Email office@arthurmellows.org. These will then be recorded when the College re-opens, however, no further action will be required	

#### **Term Dates**

Thursday 17 December 2020 Term Ends Staff Training Day (school closed for students) Monday 4 January 2021 **Term starts Tuesday 5 January 2021** Year 11 Teacher Feedback Event Monday 11 January 2021 **Tuesday 19 January 2021** Year 9 Options Video released for students Year 9 Teacher Feedback Event Monday 25 January 2021 Year 13 Teacher Feedback Event Monday 1 February 2021 Friday 12 February 2021 Term ends

#### www.arthurmellows.org

Delivering Learning for Life within an Aspirational Culture

# **CHILDREN IN NEED**

This year due to the pandemic it was more of a challenge to raise money for Children In Need. We were not willing to let it pass, so we continued on with our non-uniform day on Friday 13 November 2020 celebrating 'Come as you are' to embrace diversity and each of our uniqueness. Mental health is at the forefront of our minds so this theme is something we feel very passionately about.

Children in Need

The whole school community got involved, meaning we were able to raise a fantastic £1610.40.

This money will go to valuable causes for children, including locally in Peterborough; The Froglife Trust - who deliver outdoor education activities for young people not in education, employment and training along with young carers and children affected by neglect. The project builds confidence, helps develop social skills and improve behaviour. Families First - whose project will provide play and activity support to children and their families affected by poverty and deprivation. The project will improve health, develop life skills and improve family relationships. Young People's Counselling Services - This project offers one to one and family counselling for fifty-four 17-18 year olds from Cambridgeshire. Young people will be supported to deal with the affects of trauma, engage in education or training and to develop stronger positive relationships.

These charities are supporting families struggling due to deprivation, particularly during the pandemic. Thank you to all the students and staff for taking part in this worthwhile cause. Together we make a difference. Hopefully next year we can do many more fun activities to raise money for Children in Need.

### CHRISTMAS JUMPER DAY FOR 'SAVE THE CHILDREN'

This year as always, we have celebrated Christmas Jumper Day, which took place on Friday 11 December 2020. Staff and students came sporting their most festive Jumper and donated 50p to Save the Children Charity.

It was lovely to see such fantastic spirit and raising money for another one of our worthy charities. The amount raised this year was £377.04.

Thank you to all who got involved.

Mrs Young
Community Cohesion Coordinator



Jerome Mari (8KBR), Will Privett (8PPC), Nat Saliba (8PPC),Byron Janson (8KBR).



Cree Stevenson (13JSR), Scarlett Hart (13JSR), Amelia Glendinning (13JSR), Isaac Theakstone (12SSO), Courtney Christian (12LKL), Holly Crosby (12JWI).

### SHOEBOX APPEAL AND PETERBOROUGH SOUP KITCHEN



This year we expanded our regular support of the Shoebox Appeal and asked each Form Group to put together a box of treats for an older person this Christmas time.

As ever, our students responded with great charity and enormous generosity. We filled a room with beautifully decorated boxes, all overflowing with gifts. Many staff members from all over the College joined in to provide much needed Christmas cheer to those facing a very different Christmas, perhaps alone and after a difficult year of isolation.

We would like to thank all those students, staff members and of course, parents who facilitated this enormously successful campaign. We hope that there will be a few more smiles on faces across the city this year as a result of your kindness.

Winner of the Shoebox Competition goes to 10JKR! Well done for your creative and thoughtful shoebox. A special prize goes to Candice Murray (11HMA) for her beautifully decorated shoebox. Another special prize goes to Haydn Garghan-Tolfrey (8MCI) for his shoebox and his very special message to the recipient. (We may have shed a tear reading it!)







Helping with the donated shoeboxes are: Candice Murray (11HMA), Samah Abdalla (7CCK), Abigail Jones (7JCM), Lily Mastin (7JCM), Haydn Garghan-Tolfrey (8MCl) and Toby Procter (10JKR).



Arthur Mellows Village College has worked with Peterborough Soup Kitchen at Christmas time for a number of years.

This year the charity has faced many more challenges than normal and are providing a different service to the homeless across our city, providing packed breakfast and lunch parcels in place of their usual hot food.

We asked students and staff to bring in food donations to share with the charity at a central collection point and we have honestly been overwhelmed by the response. At a time when many are facing hardships in many different ways, your generosity is heart-warming.

Thank you all.



### STUDENT ACCOUNTS FOR PARENTPAY

We are having an increasing number of students requesting to purchase food and drink at school without the required funds on their accounts.

Could we please ask parents / carers to ensure that accounts are credited by ParentPay and that students have enough money to make their daily purchases. You may be interested to know that there is an alert facility whereby texts are sent when funds are running low.

Further information on this can be found on the instructions below. Your support in maintaining sufficient funds in your son / daughter's accounts would be appreciated.

#### How to set up email and text alerts

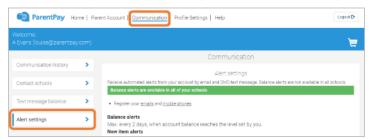
It can be difficult to keep track of balances and payments. ParentPay gives Payers the opportunity to set up email or text alerts.

Text message alerts can only be received if you have credit in your text message balance. Charges for text alerts are deducted from the text message balance each time a text is sent. Texts are charged at 6p each. There is no charge for email alerts.

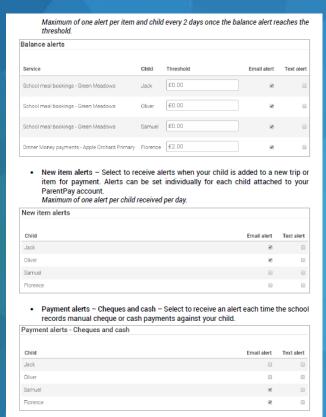
NOTE: Text alerts will only be sent to verified mobile numbers. Email alerts will only be sent to the email address used as your username.

#### Setting up alerts

1. From within your ParentPay account, navigate to Communication > Alert settings



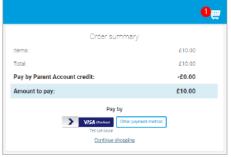
- 2. From the list of alerts that can be set up, select which alerts would like to be received, and whether you want to receive them by email or text message. (Text message alerts will be charged at 6p each.)
- Balance alerts Most schools will allow payers to set a balance threshold to be set for balance associated items such as school meals, or after school clubs. You can then choose to receive email or text alerts once the balance falls below the selected threshold. The thresholds can be set for each balance associated item linked with each child attached to your ParentPay account.



Payment alerts – PayPoint – Select to receive an alert each time a PayPoint payment is recorded against your child's account. Message alerts – Select to receive a text message alert each time the school sends an email to you through the ParentPay system. Message alerts NOTE: Balance alerts aren't available in all schools. If your school's ParentPay configuration does not support balance alerts, you won't be given the option to set them up. You will be notified whether you can set up balance alerts at the top of the Alert Topping up your text alert balance

5. If items have been added to the basket. select the basket icon in the top right corner of the screen, or by selecting View basket and pay after adding an item to the basket

6. Review the payment, and select Visa Checkout or Other payment method



NOTE: If there is any credit in the Parent Account, this will be used to pay for the items. If the total of the items to pay for is greater than the Parent Account balance, the difference can be paid by other methods

Complete the payment process. Once the payment has been completed, a confirmation message will be displayed



- In your ParentPay account, navigate to Communication > Text message balance Select Add credit now Enter the amount to add to your balance (Min £2.40 / Max £9.00) Select Add to basket to pay by card. Alternatively, select Pay by Parent Account for interest express.

NOTE: Instant payment via Parent Account is only available if there is enough credit in the Parent Account to cover the cost.

The available Parent Account credit

Parent Account credit available: £50.00

can be viewed in the top right corner of the screen above the basket icon.

### **LOCAL CYCLEWAYS**

### A MESSAGE FROM HELPSTON PARISH COUNCIL - LOCAL CYCLEWAYS

'Helpston Parish Council is currently in correspondence with Peterborough City Council in an effort to improve the cycleways and the signage of them on the route between Helpston and Glinton.

With particular reference to the cycleway on the B1443 between Helpston village and the footbridge at the "Glinton roundabout" this Council is very concerned about the manner of usage of this cycleway.

As you will know, this usage is primarily by students of Arthur Mellows Village College. We are being informed, and have noted ourselves, that there is a trend for this route to be used in an unsafe manner.

In particular, students are being observed riding as follows:

- 1. Two abreast in each direction, thus forcing those riding in opposite directions to ride into the road (often without warning to moving vehicles).
- 2. To forsake the path altogether and to ride in the road anyway.
- 3. To ride in a westerly direction on the north side of the B1443 road carriageway, i.e. directly at and into oncoming eastbound traffic, this is an extremely dangerous practice particularly when the level crossing gates at Helpston have lifted and release heavy volumes of impatient traffic.

This Council is seeking your help with this problem and before any serious accident and injury occurs.'

### WELLBEING FOR STAFF AND STUDENTS

During the lead up to Christmas, Jo Sludds (Assistant Headteacher) and the AMVC Wellbeing Team boosted spirits and wellbeing by rewarding the hard work of staff and students. She organised two Advent Calendars, which were revealed each day during the school days of December.

Local and national companies were contacted, and with huge generosity, some fantastic prizes were donated to the College. Congratulations to those students and staff members who won and a massive thank you to the companies who donated, they made a real difference.

### **NEW OUTDOOR PASTORAL AREA**

'We are pleased to be able to launch our new Pastoral outdoor area, this is part of our wellbeing work and a space for both staff and students to use.

The area is located just outside our offices and will be a useful, private space for discussion and reflection with students, particularly those who are struggling and need our time.

We also hope staff will make use of the space, especially when the warmer months arrive.

Thank you to Mrs Leadbeater (SMT Support) and the Site Team that have worked so hard to make this a lovely and welcoming place.'

Mrs Sludds and Mr Steele (Assistant Headteachers)

## **DIVERSITY - HANUKKAH AND JUDAISM**

This month's topic celebrating Diversity was Hanukkah and Judaism. Students were able to learn about the origins of the religion and the festival of Hanukkah celebrating it.

The festival marks the phenomenal victory of a group of Jews called the Maccabees over the Syrian Greeks, the most powerful army of the ancient world. The festival begins on the 25th day of Kislev and is celebrated for eight days. In the western calendar, Hanukkah is celebrated in November or December.

The Jewish houses light a menorah, an eight-branched temple candelabrum. On day one of the festival, the first candle is lit, on the second night, two candles are lit and so on. The Jewish sacred text is called the Tanakh or the Hebrew Bible. It includes the same books as the Old Testament in the Christian Bible, but they are placed in a slightly different order. The Torah, the first five books of the Tanakh outlines laws for Jews to follow. It is sometimes also referred to as the Pentateuch.

Students will also improve their knowledge on how Jewish people worship in synagogues, through their rabbi spiritual leaders and the significance of the six pointed Star of David, the symbol of Judaism. There have been assemblies and a whole school display in the Main Corridor available to students throughout this month.











In January we will be celebrating all topics related to **Chinese New Year**, as a whole school, students will be involved in a variety of activities linked to this event. within their lessons. In the next edition of The Voice, we will document what students have created.

## LITERACY AMBASSADORS

'Hi, my name is Krisha and I am one of the Literacy Ambassadors. There are five of us – myself, Isabel, Eve, Sukhran and Lauren - we are all in Year 12 and our main aim is to help as many struggling children as we can. We all come from various backgrounds and understand what a challenge reading and writing can be, if we have not had the correct foundation learning. Due to the current situation, we cannot mix bubbles and meet the students, but we have quite a few plans in place to get the ball rolling until we can.'

'Hi, my name is Lauren, and I am one of the Literary Ambassadors. Although reading can be very enjoyable, I think we can all agree putting time aside for it can be a challenge. However, the impact of reading and literacy, in general, can be extremely vital. For example, it can help you build knowledge in other subjects and it can also help you pass your GCSE's. Plus, having good knowledge in literacy can help you immensely when applying for jobs or university applications. Not only this but reading can be an excellent stress reliever and a great way to escape any anxiety you are feeling; it's also been seen as a way to improve your focus and concentration. As Literacy Ambassadors, we hope that we can help and encourage as many people as possible to keep reading because we believe it is so important that everyone has the opportunity to have a good level of literacy understanding.'

'I'm Isabel and I will be explaining some of the ideas we've been having, helping those who struggle a little more with literacy, like Lauren has mentioned. I've had the help of Eve who struggled herself with reading so I can try to find things that will work. Our first idea would be to have recommended books for each area of reading, which we have nicknamed 'new readers', 'exciting stories' and 'avid readers'. These are by no means meant to limit you, but rather some to make reading more fun than difficult, and we have ideas for all sections already. We would also recommend trying to switch between audiobooks and physical ones, as that can help too. Other things that have been proven to help are reading funny books (as reading can be associated with laughter), reading things that interest you, not just school books and reading eBooks as these have been proven by the National Literacy Trust to interest us more.'

# **FACE MASKS/COVERINGS**

### **HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY**

# Do's









Cover your mouth, nose, and chin

Clean your hands

the straps behind the









Wash the mask in soap or detergent, preferably with hot water, at least once a

Clean your hands after removing the mask

plastic, resealable bag if it is not dirty or wet and you plan to re-use it

#### Common questions

Q: How do we clean our fabric masks?

A: Wash with soap or detergent, preferably once a day. Have a little stock of masks so you can rotate while some are in the wash.

Q: What about if we use a disposable mask?

A: You should dispose of the mask at the end of the day and replace.

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



## TIPS FOR PERSONAL **MASK SAFETY**

If you fancy having a go at making your own face coverings check out:

www.bigcommunitysew.co.uk/

Speak to Miss Senior and Mrs Mitchell who will be able to provide you with fabric from: Helping with Headbands

#### 1. CAN'T TOUCH THIS

Avoid touching your face AND your face covering.

· If you touch your face or face covering, wash your hands or use hand sanitizer.



#### 2. GO PRO

Clinicians will tell you:

- · Handle your mask by the earloops or ties
- · When wearing it, make sure it goes over your nose and under your chin

#### 3. REMOVE WITH CARE

- Grab your mask by the earloops and pull it straight away from your face.
- Bring the loops together to fold it in half with the side that was next to your mouth on the inside.
- · Place it in a paper or plastic bag.

### 4. KEEP IT CLEAN

Wash cloth masks after daily use, using hot or warm water and dry on the hottest setting.

#### 5. KNOW THE TIME AND PLACE

Wear a mask in public places as much as possible. Wear it in indoor public spaces at all times and try to maintain physical distancing of 6 feet as much as possible. Wear it in outdoor spaces if you will potentially come across other groups of people.

# THE SOCIALLY DISTANCED HISTORY CLUB

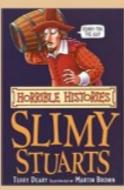
#### Key Stage 3 Curriculum Recommendations:

Year 7: 'Stormin' Normans' by Terry Deary

Year 8: 'Slimy Stuarts' by Terry Deary

Year 9: 'Frightful First World War' by Terry Deary







#### Key Stage 4 Curriculum Recommendations:

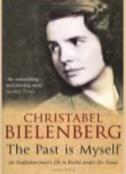
Cold War: 'Stasiland' by Anna Funder

Nazi Germany: 'The Past is Myself' by

Christabel Bielenberg

Elizabeth: 'A Time Travellers Guide to Elizabethan England' by Ian Mortimer







#### Just For Fun - Recommended Reads:

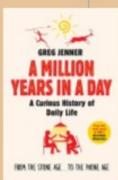
'One Summer: America 1927' by Bill Bryson

'Dead Famous' by Greg Jenner

'A Million Years in One Day' by Greg Jenner







#### Audio-visual Alternatives - Podcasts:

You're Dead to Me' (Sixth Form recommendation)

'You're Dead to Me' (Radio Edit) - All Years

'Hamilton' on Disney+

'Hitler's Circle of Evil' on Netflix







# SIXTH FORM NEWS

Throughout these uncertain and unusual times, the Sixth Form and it's committees have been able to maintain several key events and continue to move forward.

Charity events have remained at the forefront of our Sixth Form this year. On 9 October 2020 both Years 12 and 13 raised money for Minds charity, the Young which supports teenagers suffering from Mental Health issues. By wearing yellow for the day, we acknowledged the silent struggle that people have with their Mental Health. We hope the day raised awareness and was a springboard for conversations about Mental Health, making it easier for our students to discuss this very important topic. Overall, we were able to raise £347.57 for a charity that is close to the Sixth Form's heart.



The Charity Committee also helped with Children in Need, this event involved the entire school and provided support to assist children who are less fortunate than themselves. Finally during December, the Sixth Form took part in 'Elf Day' to raise money for The Alzheimer's Society and Christmas Jumper Day to support 'Save the Children'.

Another key aspect of our Sixth Form is the inclusion of all students from every background, to maintain this we have developed a Unity Committee. They have already been able to implement several changes. After a school-wide survey and conversations between staff and the committee we have developed assemblies,



lessons and a unity board to raise awareness for a number of minority events and festivals such as Diwali and Hanukkah, as well as the celebration of Black History Month.

In November, a number of students took part in a Mental Health summit organised by Thomas Deacon Academy. This was a city wide initiative to unite young people, to combat such a prevalent issue, especially during the pandemic. After discussions with NHS staff, charity workers and our local MP, Paul Bristow, we were given several ideas to add to an already well-developed support system within the College. It was a great experience and very enlightening for all involved and will definitely help with a number of the Wellbeing Committee initiatives in the future.

After the Christmas holidays, it is hoped that a number of events and initiatives will be up and running. Firstly, the Sports Committee will be looking to organise a Year 12 vs Year 13 Football match and Netball match, while the Social Events Committee are also hoping to begin some exciting competitions. Furthermore, the A Level Music students are aiming to organise a Christmas Concert and finally, the Creative Arts Committee will bring some normality to the festive period.

We can also confirm that we have booked the Marriott Hotel for our Year 13 Prom, scheduled to take place in July 2021. Although these are uncertain times, the committees are trying to ensure we have something exciting to look forward to at the end of the school year. If any student has any ideas how to improve



our time at school, has any fundraising suggestions for either the Prom or charities please talk to the Sixth Form Team.

# **SIXTH FORM NEWS - ENRICHMENT**

Enrichment during Sixth Form complements students' studies. Enrichment is completed in Year 12 and it allows students to gain skills and/or qualifications in a given field depending on what enrichment activity they choose. Students were given the choice of these Enrichment options this year:

- ✓ EPQ (Extended Project Qualification): which gives students' UCAS points. These can be used towards some university course entry requirements.
- √ First Aid Certificate.
- ✓ Open Learn University Level 3: Managing money for young people.
- ✓ CSLA: A Sports Leadership Award which is a recognised qualification.
- √ Young Enterprise: a business based course which results in students running a mini business.

Matt Roe: 'CSLA is a really fun and enjoyable enrichment. It's great for anyone who loves sports and exercise. Throughout this year, we have planned a sports tournament for our CSLA class, we could have picked any competitive sport we wanted. Also, during the year we have visited primary schools, where we can, to run sessions and tournaments for students of all ages to try and get them active and enjoying sport. Overall, CSLA is a fun and very enjoyable enrichment.'

Jess Broadway: 'So far CSLA has been filled with a lot of different activities to participate in, all of which benefit our development as young leaders. For example, I have visited many primary schools for the course, which gives me a stronger understanding of leadership, responsibility and I have gained self-confidence as well as communication skills. Currently we have just completed producing a gym circuit in which we will present to the class and put to the test. Overall CSLA has been very enjoyable, productive, and useful!'

Ariba Ali: 'I am currently volunteering at an environmental wellbeing Eco Centre called 'Soul Happy' where I get involved in a range of meditation courses. I recently partook in a 'dynamic meditation' where I got to unleash my inner emotions and connect with my being. I am also a part of a 'Period Project' which is being used to empower young women and tackle the stigma behind menstruating. For this I have had the opportunity to talk about period poverty on 'BCC-teach'. Being one of six 'Resilience Rising Leaders' (a non-profit organisation with six young women helping to make Peterborough more resilient to change), means I get the opportunity to organise events. I arranged a nature trail, which we planned and organised ourselves. I'm learning marketing and admin skills, as well as techniques on how to prioritise my wellbeing. The next project is a virtual, empowerment event. My previous experience with the BBC has been fantastic as I attended a BBC1 News programme, with the other Resilience Rising Leaders to represent our cause.'

### STUDENT ACHIEVEMENTS

If your child has achieved an individual or team goal outside of the College, please send in a short paragraph outlining their achievements; these do not necessarily need to be sport related.

Please also include a relevant photograph, providing your consent for the photograph to be published. Please send your items to office@arthurmellows.org

### **Ella Gerrard 9KPT**

#### **Deeping Swimming Club - Lockdown Fitness Challenges 2020**

Whilst the extended lockdown caused havoc for many organisations, Deeping Swimming Club summoned all its resources to keep its top swimmers engaged, fit and healthy, while their training pool was closed.



The Head Coach Lynn Chapman set about keeping the competitive swimmers engaged through weekly Zoom physical training sessions as well as a series of competitive fitness challenge competitions each over a 4 week time period.

**Distance running challenge** - based on 4 x runs per week with Ella taking 1st place achieving a total distance of 225km.

**Distance Cycling Challenge** - based on 4 x Cycle rides per week with Ella taking 1st place achieving a total distance of 812km.

Fastest 1km run Challenge - Ella taking 2nd place with a time of 3 min:50 sec.

### **CUCINA DONATES TO THE HOMELESS**

Cucina, the College's external catering company have been in collaboration with Olio, to rescue leftovers and supply the local homeless shelters with much needed food.

Each Friday since September, Simon Pollendine (Cucina's Executive Chef) has gone to great lengths to feed the homeless in Peterborough with sandwiches and cakes that would have gone to waste. A total of 25kg of food has been donated and a further 110kg of food has been converted into energy.

Olio have 10,000 volunteers across the country, who have collectively shared 6,500,000 portions of food, to target the issue of food waste, by connecting neighbours and local people to share food that would otherwise would go to waste in the home and through local businesses.

The innovative company has released a program called Cook4Kids, which aims to provide children with food during the time of school closures: https://olioex.com/cook4kids/



### What is OLIO?

OLIO connects neighbours with each other and with local businesses so surplus food can be shared, not thrown away. This could be food nearing its sell-by date in local stores, spare home-grown vegetables, bread from your baker, or the groceries in your fridge when you go away. For your convenience, OLIO can also be used for non-food household items too.

OLIO is super easy! To make an item available, simply open the app, add a photo, description, and when and where the item is available for pick-up.

To access items, simply browse the listings available near you, request whatever takes your fancy and arrange a pick-up via private messaging.

Here at OLIO we believe that small actions can lead to big change. Collectively – one rescued cupcake, carrot or bottle of lotion at a time – we can build a more sustainable future where our most precious resources are shared, not thrown away. Join today!

#### How to give food



 Create a pre-listing asking OLIOers to RSVP so you know how much to cook



Share on OLIO for local families to pickup

(ensure your listing is respectful & doesn't create a sense of stigma)



3. Arrange for pick up

(make your pickup no contact so everything is safe)

#### How to collect food



1. Download OLIO and browse listings



2. Request listing & arrange a pick up with your neighbour



3. Pick up the food

(make your pickup no contact so everything is safe)

The impact we are having - In October 2020 at Arthur Mellows,:

128 portions of food saved 100% of food was eaten 25kg of food saved 110kg of CO2 diverted











Have you made any changes to your contact information that we currently hold for you?

Please keep the College informed of any changes to your address, telephone numbers or email addresses. This is particularly important so that we can contact parents/carers in the event of an emergency or first aid issue.

Please email office@arthurmellows.org with any new information or telephone Main Reception (01733) 252235.

### STUDENT ABSENCE PROCEDURES



#### Leaving school DURING the school day

The College would like to remind all parents/carers of the procedures to follow if students need to leave school during the school day for an appointment: A note should be written into the Student Planner or Diary by the parent/carer, so that the student can show to their teacher at the time of leaving in order to exit the class.

They will then be excused to go to Student Reception where they can sign out, before exiting the building at Main Reception. If this procedure is followed, there is no need for parents to send a separate email to the College in advance.

#### Not present at 8.45 am (morning registration)

Absences for students who are not going to be present at morning registration (8.45 am) should still be reported via <a href="mailto:absence@arthurmellows.org">absence@arthurmellows.org</a> if non-COVID related. If the student absence is COVID related, please use <a href="mailto:absence@arthurmellows.org">absence@arthurmellows.org</a> AND <a href="mailto:office@arthurmellows.org">office@arthurmellows.org</a>.

Students who arrive late to school will be directed to sign in at Student Reception.

Any further queries please contact: office@arthurmellows.org

### IN THE EVENT OF SEVERE WEATHER

Please check our website in the first instance where College closure information will be posted to our homepage, if possible by 7.35 am. www.arthurmellows.org

Listen to one of the following radio stations:

- Heart FM
- BBC Radio Cambridgeshire
- Connect FM (formerly Lite FM)
- \*The College will also communicate school closure via electronic mail.

<u>Please note</u>: Decisions on school transport and the buses are not made by the College. Please contact the provider directly if there are any queries.



