



# Arthur Mellows Village College

Graded Outstanding consecutively by Ofsted (November 2009 and December 2014)

*"Constant improvement provides students with outstanding opportunities to learn"*

Helpston Road, Glinton, Peterborough, PE6 7JX  
office@arthurmellows.org

Tel: (01733) 252235  
www.arthurmellows.org

Head of College: Mr J Gilligan, BSc (Hons), PGCE, NPQH

JGL/ax/sept24WBparlet

September 2024

## **To All Parents / Carers of Years 7 to 13**

Dear Parent / Carer

### **WELCOME BACK**

I hope this letter finds you well and that you have had a restful and enjoyable break. I am writing to warmly welcome you back to the new academic year at Arthur Mellows and extend a special welcome to our new students and families who are joining us in Year 7 or in other Year Groups from other schools. I am excited to work with you to ensure your child has a successful and enriching educational experience where they can thrive.

I would like to take this opportunity to bring to your attention various matters. Please forgive the list nature of this return to school communication, but many parents / carers have indicated in the past that a summary information letter is useful in one place.

### **On Arrival on Wednesday 4 September 2024 and Tutor Group Locations**

Please see attached the Tutor Groups for this year and their location. Please show this to your child so that they know where they need to go on arrival on Wednesday morning. A lot of staff will be on hand to direct the new Year 7 students to their designated playground area where they will then congregate in their groups.

### **Examination Success**

Student results for GCSE, A Level and Vocational subjects have been very pleasing this Summer. The vast majority of our Year 13 students were successful in securing their next steps, whether that be university, college, degree apprenticeship or employment and training. We can report on excellent results with 21% of A Level examinations taken being A\* to A grades, and 65% of Vocational examinations being at Distinction\* or Distinction.

Year 11 students also excelled themselves with 68% of all grades awarded being graded at 9-4 or equivalent. This is great testament to the hard work of everyone concerned, particularly bearing in mind the challenging times students have faced in the last few years and the return to normality after Covid.

### **Student Photographs**

I can confirm that student photographs this year will be taken on Wednesday 11 September 2024 for Year 9 and Friday 20 September 2024 for Years 7,8,10,11 and 12. I should advise that ordering photos from Tempest will be directly via the company. Students will bring home with them instructions on the day, together with their proof photograph and orders should be placed via post or online to Tempest. The College is not able to accept orders internally.

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Head of College: J Gilligan Arthur Mellows Village College is a school within the Four Cs Multi-Academy Trust (MAT)  
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Registered office: Helpston Road, Glinton, Peterborough, PE6 7JX



2023-26

## **Training Day – Friday 11 October 2024**

I would like to draw your attention to the Training Day during the Autumn term which will take place on Friday 11 October 2024. Students should not attend school on this day.

## **Mobile Phone Policy**

Students are reminded that the use of mobile phones is not allowed in school. The following protocol applies:

- Before students pass through the school gate, mobile phones must be switched off and placed in bags (not in a pocket). They will not be allowed out at any point during the day. This includes all headphones and earphones/Air Pods. Smart watches can only be worn if the linked phone is switched off, or it is on airplane mode.
- Devices are to remain in bags until end of Period 6 (3.10 pm), when students will be allowed to check for messages and have access for the journey home.
- Students should not look at their mobile phone to access their timetable. They should use their planner.
- Any phones or devices found being used during the day will be confiscated; if a first offence, students can collect from Main Reception at 3.10 pm; second and repeat offences will require parents / carers to collect at the end of the school day (or the student may collect at the end of the week).

## **Social Networking Sites**

The use of social networking sites can be a problem both in and out of school, if used inappropriately. I would like to remind parents / carers to monitor both social networking and internet usage of their children to ensure that they are respected and used appropriately. Information regarding E-Safety in general can be found on the College website.

## **Reporting Student Absence**

The College requests that parents / carers **EMAIL** to report a student absence. To report an absence, please email [absence@arthurmellows.org](mailto:absence@arthurmellows.org) providing the following information:

- The date of the absence
- Your child's name and Form Group
- How long your child will be absent (if you know)
- The reason for the absence
- Your relationship to the child

## **School Attendance**

I should like to remind parents / carers that maximising attendance remains a priority for the College. There is an expected minimum attendance target of 95% attendance for all students. In order to support your child to achieve this, you will be made aware if attendance is becoming a concern, e.g. when it falls to 96%. By raising awareness early, we hope to prevent attendance falling to the 90% threshold, at which point schools / academies are duty bound to follow up and instigate legal action for non-attendance. Your support in helping raise the profile of good attendance would be very much appreciated.

## **Emergency First Aid**

The College always ensures that First Aid trained staff are available should the need arise. We do not, however, have a School Nurse on site. If you believe your child is ill, then the child should be kept at home or referred to the appropriate external health professionals as opposed to leaving the school to make such decisions and having to contact parents / carers at home or work. If we need to know about a medical condition (eg allergy, asthma, EpiPen etc), please make sure that you notify us appropriately.

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## Student Behaviour

The College prides itself on the usually very good behaviour of students. If behaviour is disruptive to learning and does not meet the standards of the College, there are sanctions in place. A copy of our new behaviour policy for this year is attached. Please take time to read this and discuss with your child. We appreciate your co-operation in ensuring that our behaviour standards are upheld.

## Updating Contact Information

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](mailto:office@arthurmellows.org) with any new information.**

## Parents' Evenings 2024/5

Please see below advance warning of the dates for Parents' Evenings this year. Please be aware that these take place virtually. Details will be sent out nearer to each event regarding the appointment booking system.

Year 7	Transition Evening –16 September 2024 (separate details to follow – in person event)  24 March 2025 (French Half) and 31 March 2025 (Spanish Half) Please note parents / carers only attend one evening depending on which half of the Year Group your child is timetabled. A separate letter will be sent out nearer the time with the specific date
Year 8	9 December 2024
Year 9	3 February 2025
Year 10	2 December 2024
Year 11	17 March 2025
Year 12	19 May 2025
Year 13	18 November 2024 (Vocational subjects) 10 February 2025 (A Level subjects)

## Attendance

School starts at 8.40am and the gates will shut to students at 8.35 am as all students should be on site and making their way to Registration by that time. Students who arrive on site after 8.40am are officially late. Students should arrive and leave the premises via the following entrances:

Key Stage 3	Entrance A (first entrance)
Key Stages 4/5	Entrance C (third entrance)

Students who arrive late without good reason will be recorded as being so and parents notified. Students will also face relevant sanctions.

## After School Provision for Students

All students are expected to leave site by 3.20 pm and if they are waiting to be collected by parents / carers at a later time should wait outside the school gates.

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We do offer after school provision in the forms of: The Alley homework club, revision sessions (usually Key Stage 4) or planned after school clubs (various subjects). We welcome students to The Alley homework club which is open Mondays and Wednesdays between 3.15 pm and 4.15 pm. The club is designed for students who find homework difficult and / or need extra support or access to additional resources. Parents / carers should plan for students attending to stay for the entire hour and make collection arrangements for 4.15 pm to 4.30 pm. Students should arrive with homework to complete and understand that all after school provision is centred around additional learning. Students must register at their after school session by 3.15 pm and be ready to work. Parents / carers will be contacted if students are not using the after-school provision appropriately and the provision may be withdrawn if problems persist.

### **School Uniform**

I would like to take this opportunity to ask parents / carers to assist the College in reinforcing our Uniform Policy, which can be found at the end of this letter. Staff at the College will constantly be monitoring the standard of our uniform and with this in mind, could I ask for your support in ensuring that students are always presenting themselves in the correct uniform in order that we can maintain our high standards. Sixth Form students are also reminded about compliance with the dress code which is also shown at the end of this letter.

Could I please also draw your attention to the uniform requirements for hair, make up, nails and piercings. Form tutors will be actively checking for infringements and parents / carers will be contacted should immediate changes be needed.

Students who arrive to school in incorrect uniform will be directed to a member of the pastoral team and given replacement uniform to have for that day. Any damage or loss to the uniform will be charged to parents.

### **Personal Property**

The College accepts no responsibility for any personal property brought onto the College site; this includes mobile phones, tablets and any other electronic devices. All users should be discouraged from bringing valuable items into the College. If this is unavoidable, special arrangements should be made in advance for temporary safe keeping.

If students cycle to school, they should lock their bicycle in the designated cycle compound and keep their helmet in their locker/bag. The College accepts no responsibility for bicycles brought onto the College site.

Students are able to have a locker for storage of personal property. Should personal property go missing whilst on College premises, even whilst in a student locker, the College accepts no responsibility.

### **Health and Safety**

The College would like to draw all parents / carers' attention to our Health and Safety Policy which has to be complied with by all students, staff, visitors etc. A link to this Policy can be found on the College website.

### **And finally...**

I am looking forward to working positively and in partnership with you to ensure this school year is a memorable one for your child.

Yours sincerely



**J GILLIGAN**  
Head of College



# COLLEGE UNIFORM POLICY

## Key Stage 3 and 4

The College believes good standards of dress and personal presentation promote a positive attitude to work and behaviour and identifies students to local residents and future employers as members of an efficient organisation. The co-operation of all parents / carers is expected to ensure that students are in correct uniform at all times.

The list below shows approved items of dress and those items which are not acceptable. Please note: the College makes the final decision as to what is or not acceptable, in all aspects of a student's appearance.

Garment	✓	✗
Coat	Students are allowed to wear coats which are <u>plain</u> and <u>dark</u> .  Students are allowed to wear coats / scarves / gloves while walking in and around the Corridors.	No hoods / hats to be worn inside the College building.  No external wear (coats / hats / scarves / gloves) to be worn in Classrooms, Refectories or Main Hall.
<u>Key Stage 3</u> Shirts / Jumper / Cardigan	White Polo shirt with AMVC crest*. Green V-neck jumper with AMVC crest*. Green cardigan with AMVC crest*.	No other polo shirts / jumpers / cardigans permitted.
<u>Key Stage 4</u> Shirts / Jumper / Cardigan	White Polo shirt or fitted blouse with AMVC crest*. Black V-neck jumper with AMVC crest*. Black cardigan with AMVC crest*.	No other polo shirts / blouses / jumpers / cardigans permitted.
Trousers / Shorts	Black plain, formal loose-fitting school-style trousers.  Shorts – black tailored and knee length.	No skin-tight / stretchy / slim fit trousers or leggings; no 'jeans' type trousers.  Sports shorts are not permitted under trousers.
Skirt	Henley style (pleated at knee length). Skirt length to be no more than 2 inches above the knee.	No other skirt styles permitted.
Socks / Tights	Plain black / dark coloured or white socks. Must be removed for Gymnastics lessons.  Plain black- or natural-coloured tights.	No patterns or decoration.
Shoes	Unbranded polishable plain black / brown leather style shoe or ankle high boot.	No trainer-style shoes, sandals, high-heeled or canvas styles are permitted.
Jewellery / Accessories	One pair of small, plain ear studs or earrings (worn one in each ear or a single earring) and one plain, discreet bracelet and necklace may be worn.  Plain black belt may be worn.	No other visible jewellery is permitted.  All jewellery must be removed for PE / Dance lessons.  False / acrylic nails or nails with bright designs / colours are not permitted.
Hair	Hair accessories should be functional and discreet. Hair colour should be natural and tied back for PE lessons (other lessons at discretion of teacher).	Unnatural hair colours or hair styles are not permitted. No bandanas or durags allowed.

Garment	✓	✗
Earphones / Mobile Phones		No earphones / mobile phones to be visible in and around the College – these will be confiscated by staff if seen in and around the College building (in line with the Mobile Phone Policy). No inappropriate use of Smart watches.
Additional information	Students have the option of wearing a plain dark coloured kameez, hijab or turban. PATKA – plain dark colours only.	No patterns or decoration permitted.
<p><b>*All of the above items (Polo shirts, Jumpers, Cardigans, Blouses) must be purchased from: Chroma Leisure 10 Wulfric Square, Bretton, Peterborough, (Tel. 01733 262526) Online ordering is available (<a href="http://www.chromasport.co.uk">www.chromasport.co.uk</a>)</b></p> <p><b>All other items, including skirts, trousers, coats etc, can be purchased at alternative retailers. <i>Where possible, the College PTA will endeavour to arrange second-hand uniform sales three times a year.</i></b></p>		

Please note that students may replace any facial piercings with a clear retainer or cover up the facial piercing with a plaster during the school day.

Should students be unable to remove acrylic nails, they will be required to cut and file these overnight.

The College retains the right to confiscate any property that goes against our Uniform Policy and in some cases may also issue an additional sanction in the form of an Isolation or Suspension for persistent non-compliance of uniform expectations.



## SIXTH FORM DRESS CODE

### Our Ethos

Students should dress appropriately for the formality of attending the College, providing good role models to other students. As an academic Sixth Form preparing students to work in a professional environment, the code reflects the calibre of the students we have and promotes a sense of pride and belonging. It is designed to allow a choice of outfits within the boundaries outlined.

<b>Code</b>	<b>Guidance</b>
<b>Hair/Makeup</b>	<p>No extreme hairstyles or unnatural colours            Makeup should be subtle and in line with professional appearance  <b>The following <u>must</u> be worn:</b></p> <ul style="list-style-type: none"> <li>○ Tailored jacket / blazer</li> <li>○ Tailored trousers – skirt / dress (<b>no shorter than 2 inches above the knee</b>)</li> <li>○ Blouse / collared shirt (plain in design)</li> <li>○ School issued lanyard</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>○ Tailored waistcoat</li> <li>○ Tie or bow tie</li> </ul>
<b>Footwear</b>	Formal shoes or boots
<b>Overclothes</b>	Overcoats are not to be worn as a substitute for a jacket / blazer and are to be removed once in the College building
<b>Jewellery/Piercings</b>	Jewellery should be discreet and safe. Facial piercings should be limited to one



### The following are NOT appropriate for Sixth Form:

<b>Trousers</b>	Jeans, leggings, shorts or trousers which are too tight fitting
<b>Tops</b>	Heavy knit woolly jumpers and cardigans Hoodies Leisure style / t-shirt material or strappy tops
<b>Footwear</b>	Non formal boots, trainers, canvas shoes, flip flops or any other casual footwear
<b>Other</b>	Clothing with bold branding or slogans Leather or denim items of clothing Clothing that is too revealing



### Enforcement:

1. Spoken to by Sixth Form Tutor and SIMS point logged. Where possible, item to be removed for the remainder of the day.
2. Spoken to by Sixth Form Tutor and SIMS email sent / phone call to parents / carers. Where possible, item to be removed for the remainder of the day.
3. Spoken to by Sixth Form Leadership Team, Gold or Silver card privileges removed. Contact parents / carers. Where possible, item to be removed for the remainder of the day.
4. If the student continues to flout the uniform rules which are part of the College expectations, student will be formally asked to leave the College.

## Tutor Groups 2024/2025

Head of Year	Year Group	Houses and Tutor Groups									Assistant Head of Year	Pastoral Assistants
		Abbey		Book		Castle		Torch		Mixed		
Mrs Clennett	13	13SRB	13TCE	13KGI	13SAH	13EHR	13MKR (12ABR)	13HSH/JSR	13VCM	13JWK/EKA	Ms Sheen	Mrs Cox
		V3	IC1	M1	H2	D4	IT2	V1	MC6	V4		Miss Hart
	12	12ABC	12HBN	12NFE	12TJA	12LKL	12KPR/KHE	12LST	12MTR	12JWI	Mrs Price	Mrs Barnsley
		IT1	E6	MC7	M4	D2	SE1	V5	H7	MC1		Miss Adams
Mrs Warrington	11	11TNE	11WCH	11KBR/KRS (TMY)	11RKU	11ASH	11LGG/RAN	11GPA	11JCM	11LMC/EVE (SYA/EVE)	Mr Moffat	Mrs Johnson
		PE1	MC4	M12/S9	E10	M7	MC3	M11	S2	E4		
Mr Roberts	10	10RBO/CGE	10SMH	10HVI	10RJA (DMK)	10CHE	10CTH	10DVE	10DWR (DYO)	10LED/CGR	Mr Zimmermann	Mr Ware
		D7	E2	M9	S10	D3	L4	L6	D5	S7		
Mrs Wilson	9	9EFR (KAI/CGR) (Sa) S3	9KPT (Fr) M3	9JTR (Fr) M6	9LMI (Sa) D9	9AJO (Fr) R4	9MTG/NBC (Fr) V6	9HML/SYA (JKR) (Sa) E3	9MHN (JRJ) (Sa) S6	9JML (Fr) E8	Miss Bailey	Miss Westley
Mr Phillips	8	8JRS (MZI) (Sa) L5	8MPE (Sa) L3	8KBS (Fr) M5	8LSR (Fr) Li1	8AMI/PKA (DVI/AMI) (Sa) S5	8CWD/KBB (Fr) IC2	8CCT (Sa) H8	8IWO (Fr) IT3	8AMC/NJE (Fr) E9	Miss Martin	Miss McCaw
Mr Pepper	7	7EDE/JKA (Sa) D8	7MCI/MJU (Sa) L2	7MBF (Sa) E5	7PPC (Fr) H6	7EDI (Fr) E7	7THA/MJU (Sa) MU3	7HMA (Fr) H10	7LRE (Sa) E1	7HOX/EVA (Fr) S4	Miss Hyland	Mrs Davis

**PASTORAL CPH** – Mixed MFL and Houses **Room: IS1**  
**INCLUSION CMU** – Mixed MFL and Houses **Room: LS1**



## **BREAKTIMES**

**As an AMVC student, I will uphold the College Values and do whatever it takes to create a safe environment which respects the rights of others.**

**I will make sure that I:**

Place litter in bins

Am respectful to everyone

Remain in designated areas

Use the toilets appropriately

Follow the instruction of duty staff politely, using a calm voice and passive body language

**I will not:**

Be in a large group

Be in a group in the toilets or socialise in the toilets



**ARTHUR MELLOWS VILLAGE COLLEGE**  
***RESPECT – RESPONSIBILITY – EXCELLENCE***



## **MOVING BETWEEN LESSONS**

**As an AMVC student, I will uphold the College Values and do whatever it takes to create a safe environment which respects the rights of others.**

### **I will make sure that I:**

Move between lessons purposefully and calmly

Keep left on corridors and staircases

Go to my locker before or after College, or at the start / end of breaktimes (first and last 5 minutes)

### **I will not:**

Make physical contact, run, shout or bang on windows / doors

Go to lockers between lessons



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***RESPECT – RESPONSIBILITY – EXCELLENCE***



## **IN ASSEMBLY**

**As an AMVC student, I will uphold the College Values  
and do whatever it takes to create a safe environment  
which respects the rights of others.**

**I will make sure that I:**

Am silent when entering assembly

Sit with my Tutor Group

Leave as instructed by staff



## **IN LESSONS**

**As an AMVC student, I will uphold the College Values and do whatever it takes to create a safe environment which respects the rights of others.**

### **I will make sure that I:**

Arrive on time to all lessons

Greet staff on the door when entering classrooms

**IN:** Enter classrooms quietly and calmly

**OFF:** Remove coat / outdoor items, bag and sit down

**OUT:** Bring all the equipment I need for my learning, have it out and ready

**(IN – OFF – OUT)**

Respect others (staff and students) both verbally and non-verbally

Be silent when instructed

Show respect for my learning and that of others

Try my best in all tasks and be an active learner - SLANTing

**(Sitting up, Listening, Articulating / Answering, Nodding, Tracking)** at all times

Ask for help if I don't understand

Avoid all distractions, putting away things not required for the lesson

Avoid leaving the lesson – using the toilet and first aid at break times

Always complete homework on time and to an excellent standard

### **I will not:**

Eat, chew or drink in lessons – only water

Leave lessons to use the toilet frequently (unless medical card is issued)



## **IN COLLEGE / IN THE COMMUNITY**

**As an AMVC student, I will uphold the College Values and do whatever it takes to create a safe environment which respects the rights of others.**

**I will make sure that I:**

Arrive on time to College

Enter College calmly and quietly, greeting staff

Respect College property

Wear the correct uniform smartly throughout the day

Listen to members of staff and follow instructions without challenge

- politely and calmly, being responsible for my actions

Interact with staff and students politely

Do not make physical contact around College or in lessons

Have my phone off and in my bag (if bringing it to College)

Am an ambassador for the College at all times. Leaving the College and making my way home in a responsible way

If travelling on public transport, respect those around me. Obeying rules and instructions, disposing of litter correctly and not damaging property

**I will not:**

Vandalise or deface any school property (equipment, books, building etc), drop litter or enter areas that are out of bounds

Question or challenge instruction

Insult, undermine or swear



## DISRUPTIVE BEHAVIOUR IN LESSONS:

If your behaviour is disruptive and does not meet the standards of the College, you will be sanctioned.

In these scenarios, your teacher will follow this system:

### Warning 1

If an incident occurs, your teacher will issue a Warning 1 and state the reason. You must not question this reminder or argue with your teacher.

### Warning 2

At the second offence, your teacher will give you a verbal Warning 2 to either correct your behaviour or to be exited from the class if your poor behaviour continues. The teacher will contact home via SIMS / Bromcom.

### Exit

If your behaviour does not improve, or worsens, you will be collected by a member of the 'On Call' Team and sent to a Buddy Room or Isolation. The teacher will telephone home to explain the exit. An email will be sent home by a member of the Pastoral Team informing of an After School Detention for the next school day.