

# Parental Involvement

We value close links between parents, students and staff in our FE community. In addition to termly parent conversations and open evenings, we encourage parents & carers to visit the college and stay in touch. Along with home-school books, class staff will communicate frequently with you, via email or phone.

We encourage an open and honest policy; whereby we keep the progress and achievement of every young person our main focus, alongside their overall happiness and welfare.

In the event of any concerns or wanting to share news from home, please feel free to contact your child's class teacher, the Head of FE or the main office.

## Contact Us

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Year 12 Class teacher, Lucy Martlew: [lmartlew@mgcollege.co.uk](mailto:lmartlew@mgcollege.co.uk)

Year 13 Class teacher, Jeff Gardiner: [jgardiner@mgcollege.co.uk](mailto:jgardiner@mgcollege.co.uk)

Year 14 Class teacher & Head of FE: [gcourt@mgcollege.co.uk](mailto:gcourt@mgcollege.co.uk)

FE Admin assistant, Fiona Woollard: [fwoollard@mgcollege.co.uk](mailto:fwoollard@mgcollege.co.uk)



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## INFORMATION BOOKLET



**SEPTEMBER 2021**

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## Makeup and Jewellery

We actively encourage our students to be independent and confident young adults and express themselves, as individuals. We understand some may like to wear makeup & jewellery. We ask this *is appropriate for the lessons and activities on the day.*

As an example, all students will be expected to remove all jewellery in PE, for safety.

In any event, staff reserve the right to ask students to remove makeup and jewellery and the college takes no responsibility for the loss of damage of any personal items on site.

## Lockers

Each student will be provided with a locker. These can be used to keep personal items safe. Students are encouraged to provide a padlock for their locker. (A spare key can be kept with the class teacher).

## Equipment for lessons and activities

Students will be expected to self-manage and develop their organisation skills (where possible). Below is a list items students will need for completing work the best of their ability:

**Pencil Case**  
**Pens**  
**Pencils**  
**Reading book**

**Ruler (30cm)**  
**Erasers**  
**Calculator**  
**Water bottle**

## Lunch times & Snacks

We encourage and educate the students to plan and eat healthily. Snacks for break, should be provided from home and students are welcome to bring a packed lunch or have school meals on site.

# FE Expectations



## What should your child wear, in FE?

FE students are able to wear their **own clothes** and, as such, there is no formal uniform. However, some students continue to wear their uniform from Key Stage 4 and this is fine. It also fits with our expectation; *that each student should feel comfortable and smart*. We discourage any clothes with big logos or images (for example, no football shirts).

Clothing should, at all times, be **clean and appropriate for the lesson and activities** on that day. For example, if your child is outdoors taking part in PE or gardening – they should have appropriate footwear, warm clothes including a warm coat. Where possible, college can provide items such as welly boots, but this should not be relied on.

## PE Kit

Again, some students like to wear their kit from KS4 and this is acceptable. Along with any change of **plain t-shirt, shorts or tracksuit and change of trainers** and socks. We educate about personal hygiene and self-care. *Students coming to college in tracksuits and trainers will still be expected to change.*

## Mobile Phones & Tablets

In FE, we actively encourage and support the use of mobile devices for learning and individual need. We appreciate many of our students have phones and tablets. These should be stored securely and only used at appropriate times (such as Break) or with staff permission in lessons.

The college accepts no responsibility for the accidental loss or damage to any personal items brought on site.

# Welcome to FE



Dear Families,

We are delighted that you and your child will be joining us for the next exciting, rewarding and challenging part of their education journey. Whilst the time will go quickly, please be assured that we will always put your child first in every decision we take and make sure they feel happy and safe during their time, in FE.

Our aims are simple. We want the best for your child and will work tirelessly towards making sure they feel best prepared to move onto the next stage of their life. In practice, this means providing outstanding learning activities and opportunities to enrich their development, as young adults. While, all the time, working with you; to meet their aspirations and feel a sense of value for the hard work they will be doing.

We know that parental engagement makes a considerable difference to the outcomes for young people and so, getting the communication between college and home is important. We are here to support you as well. Know you can always contact us via the main office and we will be in touch with you regularly to update on all your child's progress and achievements.

Understandably, the Summer holidays and start of each school year are a nervous time for everyone (including parents!). Do feel free to speak to us about any queries or concerns – while also supporting your child to have the space and time to be independent and flourish in their new environment.

I look forward to September,



Gareth Court, Head of FE

# Meet the FE staff team



**Lucy Martlew**  
Year 12 Class Teacher

**Jeff Gardiner**  
Year 13 Class Teacher

**Gareth Court**  
Year 14 Class Teacher  
**Head of FE**

**Fiona Woollard**  
FE Admin

**Ladka Harangova**  
Pastoral Care



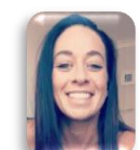
**Sue Lutchman**  
Learning Support

**Cheryl Rutherford**  
Learning Support

**Steph Webb**  
Learning Support

**Sian Richards**  
Moving & Handling

**Katie Hurrell**  
Cover Supervisor



**Amanda Shortiss**  
Learning Support

**Mandy Walker**  
Learning Support

**Melissa Wells**  
Sport Instructor

**Sara Goddard**  
Learning Support

**Ania Byrne**  
Learning Support



**Emma Devlin**  
School Nurse

**Dan Brooker**  
PE Instructor

**Zoe King**  
Learning Support

**Mandy Bishenden**  
Learning Support

**Becky Killick**  
HLTA / Duke of Edinburgh



**Jenny Sayer**  
Gardening Instructor

**Vanessa Dell**  
Head of Art

**Heloise Howarth-Moore**  
Teacher

**Kevin Lawrence**  
Head of DT

**Mel Simmonds**  
Careers & Employability

# School Term Dates

| AUTUMN TERM 2021  |  |
|---|--|
| College INSET<br>Yr7 students start MGC<br>FE students return to FE | Thurs 2 <sup>nd</sup> – Friday 3 <sup>rd</sup> September 2021<br>Monday 6 <sup>th</sup> September 2021<br>Wednesday 8 <sup>th</sup> September 2021 |
| <i>Half Term</i>  | <i>Monday 25<sup>th</sup>–Friday 29<sup>th</sup> October</i>   |
| <i>End of Term</i>  | <i>Friday 17<sup>th</sup> December 2021</i>  |
| SPRING TERM 2022  |  |
| Return to college   | Tuesday 4 <sup>th</sup> January 2022   |
| <i>Half Term</i>  | <i>Monday 21<sup>st</sup> –Friday 25<sup>th</sup> February</i>   |
| <i>End of Term</i>  | <i>Friday 8<sup>th</sup> April 2022</i>  |
| SUMMER TERM 2022  |  |
| Return to college<br>Bank holiday                                   | Monday 25 <sup>th</sup> April 2022<br>Monday 2 <sup>nd</sup> May 2022  |
| <i>Half Term</i>  | <i>Monday 30<sup>th</sup> May –Friday 3<sup>rd</sup> June</i>  |
| <i>End of Term</i>  | <i>Thursday 21st July 2022</i>   |

## Our typical day, in FE

|                    |                                       |
|--------------------|---------------------------------------|
| <b>0845 - 0915</b> | <b>Arrival &amp; Registration</b>     |
| 0915 - 1000        | Lesson 1                              |
| 1000 - 1045        | Lesson 2                              |
| <b>1045 - 1100</b> | <b>Break</b>                          |
| 1100 - 1140        | Lesson 3                              |
| 1140 - 1225        | Lesson 4                              |
| <b>1225 - 1330</b> | <b>Lunch time</b>                     |
| 1330 - 1335        | PM Registration                       |
| 1335 - 1415        | Lesson 5                              |
| 1415 - 1455        | Lesson 6                              |
| <b>1500</b>        | <b>End of school day &amp; Depart</b> |