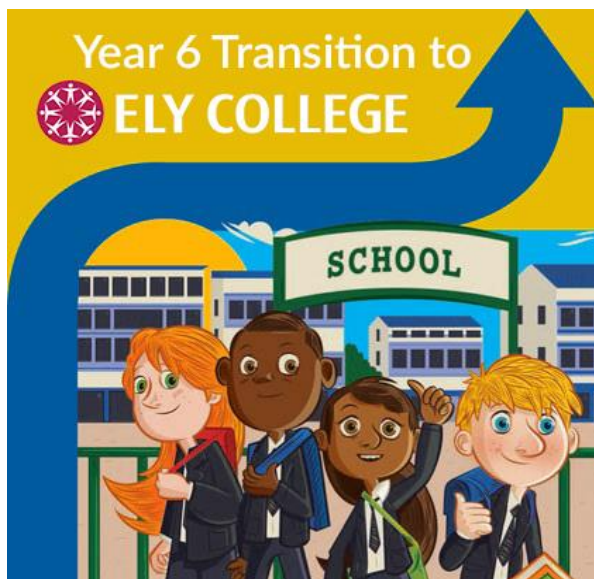


Welcome to



ELY COLLEGE

An exceptional college for an exceptional community

SCAN ME on your
smartphone to view our
Year 6
video tour!



Meridian
Trust

This booklet has been written by the Student Council



Welcome Year 6 / Our new Year 7!

Welcome to Ely College

This September you are going to begin a new adventure: starting Secondary School. Right now this may seem daunting, however, Ely College can guarantee that it will be worth it! You will make new friends and create unbreakable bonds.

Ely College will open your eyes and broaden your mind to the world around you. You will learn the most useful things that will help you in your day-to-day life; this may be through the PLEDGES system, along with the support of your form tutor. Your House Office will also guide you in the right direction. As you take your first steps into this school you will be joining a community that will help you gain friendships and new experiences of the wider world.

As well as going to school to learn, we have afterschool clubs (Session 6) in almost every subject! Engineering, Spanish, Eco Club, Coding Club, Art Club.... and the list goes on!

We know that you have an ocean of questions that you are desperate to get answered beginning with who, what, when, why and how? But let this booklet reassure you that we can answer the frequently asked questions about your transition from Primary School to Secondary School. This booklet has been designed to make your life easier

with members of the student council reviewing and changing every page to keep things simple.

It's filled to the brim with top tips and information to help you along your journey into secondary school. Hopefully this 'welcome' booklet will answer your questions and provide you with more information about Ely College than you asked for. For your parents and carers, there is also a list of contacts on the back pages.

We hope this makes your transition a little easier!

See you soon!

The Student Council



Preparations

Uniform



The college uniform is a grey jacket, the option of a black v-neck jumper, black trousers or black school skirt, white shirt, black shoes and a house tie.

The PE uniform is a black 'house' PE top, plain black PE shorts, football boots and the option of a black fleece and black piped sports trousers.

You will see on our website what styles of trousers, skirts and shoes are acceptable. Try to get this right, as it won't be fun sitting in a detention!

Full information about the uniform can be found on the website:
<https://www.elycollege.com/uniformguide>

Being Organised

Homework is set through an online system called 'Teams', where your teacher will log your homework and you can see what you have to do. It also means your parents/carers can keep tabs on what you have and haven't done. It's easy to use and can easily be checked on your phone or home computer out of school.



Microsoft Teams

Equipment

Every day make sure that you pack a pencil case with: a pen, pencil, ruler, rubber, protractor, pair of compasses, a green pen, a calculator, a reading book and your PE kit on days where you have PE. It is always useful to have a highlighter or some coloured pencils as well.

It is also key that you have a strong school bag that is big enough to carry A4 school books and your equipment. We recommend a sturdy backpack, but as long as it is big enough and isn't a plastic bag, any style is fine.



Timetable & The Y7 Day

Timetable Week A (27/04/2025)														
Mon, 28/04/2025			Tue, 29/04/2025			Wed, 30/04/2025			Thu, 01/05/2025			Fri, 02/05/2025		
Arrival			Arrival			Arrival			Arrival			Arrival		
Reg	Tu-SNG, BG5	SNG	Reg	Tu-SNG, BG5	SNG	Reg	Tu-SNG, BG5	SNG	Reg	Tu-SNG, BG5	SNG	Reg	Tu-SNG, BG5	SNG
1	07w/Gg2, NG7	IBU	1	07w/Ar2, LG5	LED	1	07w/Ma2, BG2	SVI	1	07w/Gg2, D3	IBU	1	07w/Mu2, LG1	JNE
2	07w/Sc2, SC15	POB	2	07w/Lb2, A11	ASH	2	07w/Gg2, D4	IBU	2	07w/Dt4, T6	DSN	2	07w/Ma2, BG2	SVI
Break			Break			Break			Break			Break		
3	07w/Ma2, B15	SVI	3	07w/Sc2, SC15	POB	3	07w/Sp2, A23	KSA	3	07w/En2, B12	LAN	3	07w/Sp2, A23	KSA
4	07w/Ps2, NG9	BBU	4	07w/En2, B13	LAN	4	07w/Dt4, T6	DSN	4	07w/Sc2, SC15	POB	4	07w/Hi2, D6	HWE
Lunch			Lunch			Lunch			Lunch			Lunch		
5	07w/Sp2, A21	NDE	5	07w/Ga1...	DHU, U	5	07w/Sc2, SC01	SMG	5	07w/Dr2, BDS	JNN, U	5	07w/Dr2, BDS	JNN, U
Dep...			Dep...			Dep...			Dep...			Dep...		
6			6			6			6			6		

This is an example of how the timetable system works. In the columns, you can see the days of the week and at the sides, you can see the period or time of the day.

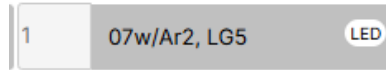
5 lessons a day & Session 6 afterschool is encouraged!

If you follow this system you should find the day, time and lesson easily.

	Start	Duration	End
Arrival (staff duties)	08:15	00:15	08:30
Registration	08:30	00:20	08:50
Period 1	08:50	01:00	09:50
Movement Time	09:50	00:05	09:55
Period 2	09:55	01:00	10:55
Break	10:55	00:20	11:15
Period 3	11:15	01:00	12:15
Movement Time	12:15	00:05	12:20
Period 4	12:20	01:00	13:20
Lunch	13:20	00:40	14:00
Period 5	14:00	01:00	15:00
Depart (staff duties)	15:00	00:15	15:15
Session 6	15:15	01:00	16:15

Time / **Period** – in this case period 1 so 8:50am til 9:50am

Class or Subject - sometime shown as initials – in this case **Year 7 ART**



Teachers initials – in this case **Mrs Edwards**

Room Number – in this case – **Bedford** (not Ground), Room **19**

NB: You may also sometime see your Class Set – the year group can be spilt into North, East and West. Every year gets split in thirds of **equal ability**.

If you follow this system you should find the day time and lesson easily. In a box it tells you the lesson, room, teacher and sometimes the set or class that you are in. Remember - if you get lost, or need help understanding, anyone will be happy to help, students or staff!

School Structure

The school day is broken into groups of lessons that sandwich breaktimes. Don't worry about remembering it, teachers will tell you when to move! Form time is a little different here as we have a **vertical tutoring system**. This means there are normally four or five students from every year in each tutor group. It might seem a little daunting to be with the bigger students, but you will soon see that they are really friendly. It's useful to have older students in your form - they can show you around and give you a hand with your homework.

Lunchtime and Food

During break and lunchtime, you have a choice of areas to eat and socialise. For Year 7, these include the Dining Hall and the tennis courts. You can find all of these on a map - or ask for directions if you are lost. All year groups now have their own designated areas for breaktimes.

We are a '**cashless college**' so all top-ups for catering will need to be done in advance at home via the **WisePay** online system. Alternatively, you can bring a packed lunch with your own food which can be eaten in any of the eating areas.

Toilets

There are toilet facilities located all over the school: in Downham block, Needhams, the science block, the sports hall, Bedford and the Dining Hall including accessibility toilets. They all have little people on the door so they are easy to spot!

Some of these toilets are unisex. Don't worry, you have your own separate cubicle - you get used to them surprisingly quickly!

Moving between classes

After your lesson finishes it can get very busy. So, when walking through corridors we always stick to the **left side** so people can move both ways. In busy areas of the College we also use a ONE-WAY system. Don't run or push because it makes everyone more squished and doesn't make you get anywhere any faster.

During your first couple of weeks, don't worry about being late. Teachers don't mind so much then, but we try to be quick, because they won't appreciate it when you come in ten minutes late after a month!

Everyone gets lost in their first few days, so just stop a passing member of staff or student or nip in to one of the house offices and ask for directions. Look out, in particular, for members of your form, who'll always keep an eye out for younger students!

Going Home and Buses

There are two main exits at the school, the main entrance at the front of the school by the layby and the rear entrance at the back of the field.

If you live in an area where you are able to catch a bus, your adult at home will have applied for a bus pass for you from the local Council. You will receive a letter with your bus pass attached from them. On the letter it will tell you where your bus stop is and the time that it will collect you and some rules as well.

On your first day in the morning go to your bus stop by the time the bus is meant to arrive. When you get on the bus you will be asked to scan or show your bus pass.

Then, after school, go to the bus park (where you were dropped off in the morning) and look for your bus number (this will be on your bus pass). There will be staff on hand to help and guide you.

The school mini bus is for students who wish to access the after school clubs (Session 6) and are entitled to free school transport. If you want to use the minibus, you need to secure your spot by signing up for it in the library on the day you want to use it – no advance bookings, it is first come first served each day.

Your Time at Ely College

The main thing to remember about behaviour here is that mutual respect is expected and given. No teacher is unreasonably strict and if they know that your behaviour is out of character, they are more likely to have a chat about how you are rather than punish you. Don't worry about getting into trouble too much.

That said, if you are actively disrupting a lesson, the teacher will probably give you a behaviour point. This doesn't mean anything (yet!), so treat it as a warning and knuckle down!

If you ignore this warning, then don't be that surprised when the teacher gives you another behaviour point and asks you to leave and go to the closest House Office. We call this a House Removal, or just a removal. You will then have to go to the behaviour room to do your work there for the rest of the lesson. A house removal means you will get two behaviour points.

If you end up with five or more behaviour points in a week you will receive an after-school detention of 60 minutes. You should actively avoid this - it's really boring and a waste of everyone's time. If you are not sure whether or not you have a detention, you can ask your form tutor to check for you.

Another reason to behave is that at any time, your parents/carers can go onto an online system and check how many behaviour points and achievement points you have got.

Behaviour Policy

Repeated removals or a serious incident such as repeated unkindness, or violent behaviour could mean you end up with some time working in isolation or with a temporary exclusion. The school website has more details on this.

The best policy, though, is the most obvious: stay away from trouble, and trouble will stay away from you!



The other thing to bear in mind is that we have our own sixth form here, Bishop Laney, that offers a combination of A-level and Technical courses. So it may be 7 years you are with us rather than just the normal 5! Needham's Tower is the new home for our sixth formers.

House Offices

Your House Office is your best friend as a student. It is here that you hand in the vast majority of your consent forms, where you go to ask any questions, where your adults at home contact if you are ill, or they need to pass on a message, where you go if you aren't feeling well or have any worries or concerns. It is manned by a friendly member of staff called a **Student Support Assistant, or SSA**, who will be more than happy to answer any of your queries and offer you help. House Offices are open from 8am – 4pm, Monday- Friday.

Useful Places & Resources

IT Support

At some point, you may need to go to IT Support, perhaps because your account isn't working, or maybe your computer has a fault. It is in the Seacole corridor, near the Skills Centre.

Finance Office

If you have a letter for a trip, handing it into to your House Office is easy. Remember we are 'cashless' so money for the trip will need to go through **WisePay**, our online finance platform. This is easy for parents to use and log in online at home.

House Office

The House Office is where you can get support and get questions answered - every House has their own House Office. The people in the House Office are trained to support you whatever your problems are.

BromCom

BromCom is the platform that we use at Ely College to keep adults at home informed about their child's achievements, behaviour, timetables and more. Log in details will be sent out at the beginning of September.

The LRC

The LRC stands for 'Library Resource Centre'. This is essentially the school library, which serves a huge purpose in your study and education. Within the LRC, you will have free access to most electronic devices, have a spacious work area and a wide selection of books. The LRC is open from 8am to 4:30pm each school day.

You are allowed to borrow a few books for a restricted amount of time, after which, if you have forgotten to return it, an e-mail will be sent to your school account as a reminder. There are loads of books to choose from - fiction and non-fiction!

You can also stay after school any day until half-past four and it is a great place to do your homework, or a project with friends or peers. There is always a member of staff on hand to give you some help, or lend you some equipment.

The LRC is also where you sign up to the after-school minibus, which leaves at half past four and can deliver you to your home if you live in the surrounding villages. This means you don't have to worry about getting home after a club or doing homework.



Fire Drills

First off, that bell you are hearing is probably a lesson bell. Bells are really loud here! However, if it goes on longer than a couple of seconds or if it says, "this is a fire alarm; please evacuate the building.", then it is a fire alarm. Don't panic, but leave all your belongings and follow your teacher out of the classroom.

If you aren't in class, because you were in the toilets, or it was break time, aim for the nearest open space and try to find a teacher - your form tutor or your class teacher is your best bet!

The Fire assembly point is on The Astro Pitch. All students and staff assemble here. Do not move through buildings to get to it even if you have to take the long way round on the back fields to get to it.

Once you are out of the building:

- Line up with your form in alphabetical order,
- Face away from the buildings, towards the school field,
- Stand in silence,
- Answer your name only on the register, await and follow further instructions from staff.

Remember to listen to members of staff above all else and be calm!

You might want to bear in mind that there is likely going to be a practice fire alarm in the first couple of weeks, just so that you can get the hang of it.

Homework

You are unlikely to get too much homework in your first week, but if you do, it's important to plan some time away to do it. Most students have made the mistake of not doing this and end up doing their homework at 8am before they leave in the morning, or even during form time; it is not only stressful but will really annoy your parents/carers or form tutor!

The key thing with homework is to work out how long it will take you and manage your time. It doesn't matter how much you love English or Science, if you spend two hours on a poster, you might not have enough time for that maths worksheet you've been avoiding!

If you have a problem with homework, or you want some ideas, you could find your teacher and talk to them, speak to the other people in your form or your form tutor, or go the LRC after school and do it then, where there is always a teacher to ask.

All homework is logged by teachers on 'Teams' to ensure it isn't lost or forgotten. You can use the app to keep on top of your deadlines.



Academic Mentoring

Academic mentoring will take place between you and your form tutor once a term. You will be able to discuss any concerns or worries you have, your progress, PLEDGES, discuss reports and receive support and feedback. Your tutor will then feedback to your adults at home.

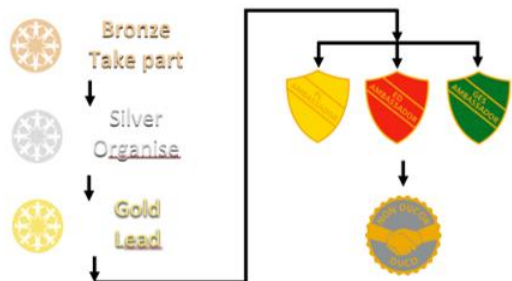
Session Six

Every day after school, a selection of clubs runs from 3:15pm to 4:15pm. We call this '**Session 6**', kind of like an extra optional lesson after school. It is not compulsory to attend any but they are fun. It's a great opportunity to meet people with the same interests as you, and helps you work towards your PLEDGES. There are loads of Session 6 groups to go to, ranging from science clubs, to art clubs and many, many sports. There is normally a full list of clubs on the school website under Parents>Session 6.

PLEDGES

The PLEDGES scheme is designed to help you develop your skills set. You will go through different awards, starting with your Bronze, then Silver and Gold. These PLEDGE awards will be accounted for when you apply for Sixth Forms and Universities. Your form tutor will help you with recording these.

The **Platinum PLEDGES Award** is an extension of our **PLEDGES** awards. To attain the Platinum PLEDGES Award, you must complete three **ambassadorial** PLEDGES activities. Upon completion of each ambassadorial activity, you will be awarded a PLEDGES ambassadorial shield. Once all three ambassadorial activities are successfully completed, you'll receive your Platinum PLEDGES Award. For more information on Platinum PLEDGES, please visit our school website.





PLEDGES

Extending the Boundaries of Learning



	PARTICIPATION	LEADERSHIP	EXCELLENCE	DIVERSITY	GIVING	ENVIRONMENT	SERVICE
TAKE PART IN BRONZE	Attend an after school club for six weeks either sporting, cultural and/or academic	Take a lead role in and be a significant part of a lesson's structure. This should be recorded by a member of staff	Receive an academic sporting or cultural award from school	Actively participate in activities which explore/promote/challenge bullying/racism/homophobic views and stereotypes	Complete the school sponsored walk and raise money for charity or a community project	Volunteer and complete clearing duties in the canteen for 3 consecutive days	Be a tour guide for parents or visitors to the school both during school times and/or after school times
	Read in class so that the teacher is able to identify you as a regular reader	Make a positive contribution as a student recipient and have a reference written up to make clear the positive contribution	Take part in an out of school activity which called for determination, grit and resilience	Visit another country and show awareness of their cultural identity	Take part in an event which raises awareness of a charity or community project	Complete 5 litter picks during your free time on consecutive days	Play a role in supporting an after-school activity through providing a service to staff/parents/ community
	Achieve 98% attendance in one academic year	Take part in a form activity which is seen by a wider audience	Represent the school in a team or individual sport, cultural or academic competition	Learn to speak or make significant progress in a language not taught in the school curriculum	Donate old school uniform/PE kit/books, toys, games to school for the benefit of the school community	Actively participate in improving the school environment in a way which could be recorded and is substantial and sustained	Take part in a service activity outside school such as scouts, police cadets, army cadets for at least 6 sessions
	Participate in a school or outside school concert, show or sporting event	Write a play, a piece of poetry, a song or a story and present it in lesson	Receive regular and substantial praise in your books in a number of different subjects over a term	Produce a project about a culture new to you or country that you have not lived in	Donate regularly to a food-bank or local community project	Help with a recycling scheme	Get involved with the Service section of the Bronze Duke of Edinburgh's Award
	Attend an out of school role either in or outside school for a sustained period and no less than 6 weeks	Take an ambassadorial role either in or outside school	Take part in a holiday/ weekend activity where your skill and/or knowledge has deepened in a particular subject	Visit a place of significant cultural difference within the UK	Buddy a new student	Help with the various gardening/environmental projects around the school for at least 5 hours in a term	Be part of a design or service which either helps make life easier or helps make people make progress in their daily lives
ORGANISE SILVER	Help to organise a sporting, cultural or academic activity for 12 weeks	Help to organise a House assembly	Help to organise an activity where significant endeavour has to be demonstrated	Actively promote anti-racist and/or anti homophobic activities and view point	Run a fund raising activity in school which benefits a charity or community project	Be part of the organisation of a group of students in clearing duties in the canteen for 3 consecutive days	Organise tour guides for parents or visitors to the school both during school times and/or after school events
	Be part of the organisation of a reading group or organise a group reading project in class	Take a key role in a sporting, cultural or academic fixture/concert/ challenge which benefits a community	Organise an activity which calls for determination, grit and resilience on behalf of competitors	When visiting another country use their language to order food and/or navigate	Organise awareness of a charity or community project within the school through assemblies, events and charities' moments	Organise 5 litter picks during your free time on consecutive days	Help to organise supporting an after-school activity through providing a service to staff/parents/ community
	Achieve 99% attendance in one academic year	Organise a school activity such as a charity stall for the benefit of a community	Represent the county in a team or individual sport, cultural or academic competition	Make significant progress in a language not taught in the school curriculum	Organise the collection of old school uniform/PE kit/books, toys, games to school for the benefit of the school community	Help organise activities which would actively improve the school environment	Take part in a service activity outside school such as scouts, police cadets, army cadets for at least 10 sessions
	Help to organise a concert, show or sporting event	Write a play, a piece of poetry, a song or a story and present it outside of lesson	Evidence where you have made substantial effort in and out of class in a number of subjects	Help organise a project about a culture new to you or country that you have not lived in	Organise donations to a food-bank or local community project	Help organise a recycling scheme	Complete the Service section of the Bronze Duke of Edinburgh's Award
	Take a buddy to an out of school club for a sustained period of 6 sessions	Take an ambassadorial role either in or outside school	Be an active organiser in a holiday/weekend activity where your skill and/or knowledge has deepened in a particular subject	Help organise a trip to a place of significant cultural difference within the UK	Organise someone as a recognised buddy	Help organise a gardening/ environmental project around the school for at least 5 hours in a term	Help to organise a design or service which either helps make life easier or helps make people make progress in their daily lives
LEAD GOLD	Lead a sporting, cultural or academic activity for 12 weeks	Be a member of the School/Student Council or an ambassador for the school in a particular area	Lead an activity where significant endeavour has to be demonstrated	Lead on promoting mutual respect and tolerance of different faiths and beliefs	Lead on organising a collection in aid of a charity and/or community project	Lead a group of students in clearing duties in the canteen for 3 consecutive days	Be a leader of tour guides showing them how to conduct themselves whilst touring visitors to the school
	Lead a reading group	Be a leader of a sporting, cultural or academic team' event	Lead an activity which called for determination, grit and resilience to be shown by the competitors	Be a leader in promoting another country's cultural capital	Volunteer in a local charity shop or for an out of school charity event or community project	Lead independently 5 litter picks during your free time on consecutive days	Lead the support of an after-school activity through providing a service to staff/parents/ community
	Achieve 100% attendance in one academic year	Lead a significant project which is seen by your House/school	Represent the region or country in a team or individual sport, cultural or academic competition	Be recognised for significant progress in a language not taught in the school curriculum	Lead on creating a shop/ stall/event which helps sell old uniform books, toys, games in or outside the school	Lead on creating a better school environment	Take part in a service activity outside school such as scouts, police cadets, army cadets for at least 1 term
	Take a lead role in a concert, show or sporting event	Write a play, a piece of poetry, a song or a story and present it to the school or another large group	Be someone whose behaviour and record of progress is something to be admired	Lead on a project about a culture new to you or country that you have not lived in	Lead on establishing a food-bank donation or local community scheme at Christmas or other times of the year	Lead a recycling scheme	Complete the Service section of the Silver Duke of Edinburgh's Award
	Take some form of leadership in an out of school club, substantiated by club leader	Organise or develop an ambassadorial role either in or outside school	Lead a holiday/weekend activity where your skill and/or knowledge has deepened in a particular subject	Lead a trip to a place of significant cultural difference within the UK	Be a leader of those who buddy	Lead a gardening/ environmental project around the school for at least 5 hours in a term	Lead on a design or service which either helps make life easier or helps make people make progress in their daily lives



ELY COLLEGE

An exceptional college for an exceptional community



Meridian Trust

'50 Things' / PLEDGES



This year we are encouraging all Year 6s to 'kick start' their PLEDGES by completing some summer challenge.

You will be given a '**50 Things to do before you are 11 $\frac{3}{4}$** ' record sheet. This will encourage you to take part in the **National Trust** initiative – a collection of fun outdoor activities that can easily be completed at little or no cost over the summer and will help you appreciate the world around you.

By taking part in this challenge, you could earn your PLEDGES before you start in September and have fun doing so!

Please add the date and place of your activity in the boxes below. You may like to include a picture too.
Return this form to your House Office in September (don't forget to fill out your name, house and form!)

'50 Things to do before you are 11 $\frac{3}{4}$ ' record sheet.

Name:				House:				Form:	
1. Get to know a tree.	2. Roll down a really big hill.	3. Camp outdoors.	4. Build a den.	5. Skim a stone.	6. Go welly wandering.	7. Fly a kite.	8. Spot a fish.	9. Eat a picnic in the wild.	10. Play conkers.
11. Explore on wheels.	12. Have fun with sticks.	13. Make a mud creation.	14. Dam a stream.	15. Go on a wintry adventure.	16. Wear a wild crown.	17. Set up a snail race.	18. create some wild art.	19. Play Pooch sticks.	20. Go paddling.
21. Forage for wild food.	22. Find some funky fungi.	23. Get up for the sunrise.	24. Go barefoot.	25. Join nature's band.	26. Hunt for fossils and bones.	27. Go stargazing.	28. Climb a huge hill.	29. Explore a cave.	30. Go on a scavenger hunt.
31. Make friends with a bug.	32. Float a boat.	33. Go cloud watching.	34. Discover wild animal clues.	35. Discover what's in a pond.	36. Make a home for wildlife.	37. Explore the wonders of a rock pool.	38. Bring up a butterfly.	39. Catch a crab.	40. Go on a nature walk at night.
41. Help a plant grow.	42. Go swimming in the sea.	43. Help a wild animal.	44. Watch a bird.	45. Find your way with a map.	46. Clamber over rocks.	47. Cook on a campfire.	48. Keep a nature diary.	49. Watch the sunset.	50. Take a friend on a nature adventure.

For more information check out the National Trust link: [50 things to do before you are 11 and 3/4](#)

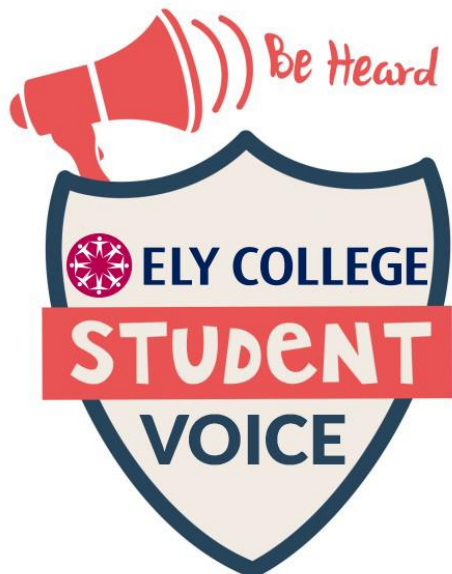
Student Voice

You may have ideas that you believe will improve the school for all of the students here. You can share these with your Form Reps who will take your thoughts to the House Councils and Student Leadership Team. Your ideas will be shared and used to make changes that will benefit you and your peers.

House Council – House Ambassadors from each house (one KS3 and one KS4),
Chair and Vice Chair from Bishop Laney – Facilitated by SLT Link

Scott Council 10 reps and 2 ambassadors	Franklin Council 10 reps and 2 ambassadors	Turing Council 10 reps and 2 ambassadors	Etheldreda Council 10 reps and 2 ambassadors	Seacole Council 10 reps and 2 ambassadors	Equiano Council 10 reps and 2 ambassadors	Bishop Laney Council 6 nominated council reps
Scott Form Reps	Franklin Form Reps	Turing Form Reps	Etheldreda Form Reps	Seacole Form Reps	Equiano Form Reps	Bishop Laney Form Reps

Charity/sports leaders sit outside this structure as do other leadership roles



Frequently Asked Questions

What happens if I forget my PE kit? Don't worry so much earlier on, or if you just forget little bits, like trainers, as the teachers are friendly and understand that you are new. However, if you forget to bring your PE kit to school, then you are given a behaviour point and are asked to borrow a PE kit from the school.

How do I know where to find my lessons? On your induction days you will become familiar with the buildings in the school. Don't forget, you can always ask an older student or a teacher where the class is and they will happily help you.

How many assemblies do I have a week and where do I go for them? Every house has one assembly per week and you will be told what day that is. It is the same day every week. You need to line up in your forms before heading into assembly when told to by your form tutor.

What happens if I don't do my homework? If you have not completed your homework by the date it is due, then you are given a behaviour point. It is always best to see a teacher to ask for help before the deadline, as these behaviour points for non-completion of homework can result in a detention.

How do I know when to go to lessons?

At the beginning of the day there is a warning bell at 8.25am to tell you to begin heading to your form. The adults in College will let you know when it is time to move on to your next lesson or break.

What happens if I forget to bring an exercise book to school?

In some lessons e.g. Maths, you are expected to bring your exercise books home regularly and bring them back in on the days you have that lesson. If you forget to then you are given a behaviour point. If you organise your stuff the night before, it saves you forgetting anything!

What do I do if I am struggling in a lesson?

It is never good to suffer in silence and not get help so the best thing to do is to always tell your subject teacher or form tutor. Don't be scared - they'll be really glad you told them! They'll probably give you subtle extra help in lessons, or give you some additional work for you to help yourself at home.

What happens if I lose my timetable?

If you lose your timetable, then you can simply ask your form tutor or Student Support Assistant (SSA) to print you out a new one at the beginning of the day.

What do I do if I get injured and can't do PE?

If you are hurt, then ask your parents/carers to write and sign a note for you and take it, along with your PE kit to your next lesson and give the note to your teacher. You'll probably still have to get changed, unless this is an issue so bring your kit still, and perhaps you will be helping with scoring, or refereeing the games.

What happens if I forget or have no lunch money?

If this happens, then go to your House Office and have a conversation with them. They won't be allowed to accept cash but they will help so you don't miss out.

How does the House system work?

When you join, you will be put into either Franklin, Turing, Scott, Etheldreda, Seacole or Equiano! If you have siblings already at Ely College they will probably be in the same House as you for ease of communication. Your house will not affect your classes or friendship groups – they will only affect your Form Group and assemblies. You will see your form every morning for 20 minutes.

What happens if I don't make any friends straight away?

Everyone is new to the college and is in the same situation looking for new friends. Sooner or later, you will find someone with similar interests as you. Don't forget that there are always Session 6 clubs that you can attend to find those with the same interests and very friendly older students to help you if you need it. Don't be afraid to approach new people - at College you make amazing life-long friends, so it is important not to miss any opportunity!



Parental Points of Contact

A full list of staff contacts is given on the school website (www.elycollege.com) under the heading **Contact Us**. Email is the preferred option for any questions but if a message must be passed on or there is a more serious problem then you can phone the House Offices directly.

Principal – Mr Simon Warburton

principal@elycollege.co.uk



Executive Principal – Mr Martin Campbell

mcampbell@meridiantrust.co.uk



Vice Principal – Mrs Sam Rasmussen

srasmussen@elycollege.co.uk



Vice Principal – Mrs Sarah Goodey

sgoodey@elycollege.co.uk



Our House Offices



01353 652873

Etheldreda House

Head of House: Samantha Rasmussen

Senior Tutor: Jo Southworth

SSA: Sarah Butcher

E-mail: etheldredahouse@elycollege.co.uk



01353 652874

Franklin House

Head of House: Georgia Chinnery

Senior Tutor: Lynn Anderson

SSA: Caroline Price

E-mail: franklinhouse@elycollege.co.uk



01353 652876

Turing House

Head of House: Josh Blunt

Senior Tutor: Kieran Burke

SSA: Emma Templeman

E-mail: turinghouse@elycollege.co.uk



01353 652875

Scott House

Head of House: KJ Norton-Berry

Senior Tutor: Jamie Waters

SSA: Dawn Sigrist

E-mail: scotthouse@elycollege.co.uk



01353 652817

Seacole House

Head of House: Rachael Mustill

Senior Tutor: David Fricker

SSA: Ali Walker

E-mail: seacolehouse@elycollege.co.uk



01353 667763

Equiano House

Head of House: Sarah Goodey

Senior Tutor: David Burke

SSA: Emma Shaw

E-mail: equianohouse@elycollege.co.uk

(Calls via reception - Direct phone line to House Office will be assigned in September)