



Lingfield
COLLEGE

**SENIOR SCHOOL
ENTRY INFORMATION**

2024-25

Welcome to Lingfield College!

We look forward to welcoming your child to our Senior School in September. To help make a smooth transition into Lingfield College, we have collated some helpful information in this booklet to explain some of the details about the school and school life.

We will be holding a range of events this summer to help you and your child settle into the Lingfield College community. There will be an Induction Evening designed to give parents a chance to meet each other and find out more about the curriculum, expectations and opportunities available. Parents will also be given a welcome pack that is designed to help make the settling-in process as easy as possible.

Induction Evening dates:

- **Parents of students joining Year 7 & Year 8: Tuesday, 18th June 2024 at 7.00 pm**
- **Parents of students joining Year 9 & Year 10: Thursday, 6th June 2024 at 7.00 pm**

Parents of students starting in Year 8 may wish to attend the evening for new Year 7s, and parents of new Year 10 students are welcome to attend the Year 9 evening. If you would like to attend the Induction Evening for parents, please contact ericssonr@lingfieldcollege.co.uk to confirm your interest. A letter will follow from the respective Heads of Year inviting you to attend.

Your child will be invited to separate events at the school which will give them the chance to meet their future peers, look around the school and enjoy some taster lessons.

Induction Day dates:

- **Induction Day for all students joining Year 7 & Year 8: Friday, 28th June 2024**
- **Induction Day for all students joining Year 9: Thursday, 13th June 2024**

In June, new Year 9 students and their parents will be invited to individual meetings with Mr Gonachon, Head of Year. There will also be a Welcome BBQ and Treasure Hunt for new Year 7 and Year 8 students on the afternoon of Wednesday, 28th August 2024. Further details of all events will be sent out in due course.

We look forward to meeting your child and hope that their time spent at Lingfield College will be happy and rewarding. If you have any queries about your child's move to the school, please do not hesitate to contact either the relevant Head of Year or the Deputy Head (Pastoral). Contact details can be found on page 10 of this booklet.

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After School Provision

The Library is supervised each day until 5.00 pm, and Year 7 & 8 students are welcome to spend time there after school to complete homework, read or work on the computers. StudyWorks is run by academic staff from 4.00 pm – 5.00 pm on Tuesday, Wednesday and Thursday, and there are also a range of clubs that take place at that time.

Year 9 – 11 students are welcome to stay until 5.00 pm to study. This is also supervised and takes place in a computer room (CS2).

The School Office is open until 5.30 pm and is staffed by qualified first aiders. Unless there is an event in the evening, the School is then closed to students.

Attendance

If your child is unwell and unable to attend school, please notify the Senior School Office at absence@lingfieldcollege.co.uk before 8.30 am. If no reason is given for a child's absence, the School Office will call parents to find out why they are not in school.

Registration is taken by your child's Tutor in their form room at 8.30 am and 1.55 pm each day. If a student arrives late or needs to leave school before 3.50 pm, they must sign in or out at the School Office.

Students in Year 13 are permitted to leave the School premises without permission at the end of their last taught lesson but must sign out at the School Office before they do so.

Taking children out of school for holidays is not permitted except with the prior authorisation of the Headmaster, and any requests must be made in writing. They will be considered on a case-by-case basis, but leave will only be granted in exceptional circumstances, and the number of days authorised will be at the Headmaster's discretion. If leave is not formally granted but the child is still taken out of school, a penalty fine may be issued by the Headmaster in keeping with government guidelines. This will be payable to the School's nominated charity.

Further information about attendance can be found in the Attendance and Registers Policy on the School website under the [Parent Information, Policies & Safeguarding](#) tab.

Calendar



The School Calendar details all the events taking place at Lingfield College during the academic year. This can be found on our website www.lingfieldcollege.co.uk. It is located on the landing page by clicking the calendar icon in the bottom right hand corner or alternatively within the News & Events section.

Information relating to Sporting fixtures can be found through SOCS at www.lingfieldcollegesport.co.uk. Team Sheets are published here for parents and students to access. They are also displayed on the television screens in the PE department and main corridor.

Clubs & Activities



There are well over 120 clubs and activities on offer each term which run at lunchtime and after school. Students in Years 7 - 11 are encouraged to select three clubs each week to offer enrichment beyond the classroom. Club programmes are sent out via email in good time during the previous term and spare paper copies of the programme and option forms are available at the Year 7 and Year 9 Parents' Induction Evenings in June.

Parents should ensure that the clubs are chosen by the students and align with their interests. Students are allowed to modify their club choices once the term has started and should see Mrs Lewis, the dedicated Sports & Co-curricular Activities Secretary to discuss their club changes.

Counsellors



Lingfield College has two Counsellors. Emma Salih is in school for four days a week and is registered with the British Association of Counselling and Psychotherapy. Pip Tuppen is in school for two days a week and is registered with the UK Council for Psychotherapy. They are an integral part of the school's pastoral provision and see students individually or in small groups five days a week. Pip is also a trained mindfulness coach and yoga teacher and runs sessions at school.

Students can contact the counselling team directly via email or in-person to arrange an initial appointment, and staff also refer students. The counsellors see a number of children throughout the year. At busy times they may have to add students to a waiting list but aim to see them as soon as is practicably possible.

The Welfare Team also includes Miss Redfern, who works as a Pastoral Support Officer for Years 7-11, and Mrs Walton, who is Welfare Support Officer for the Sixth Form.

Digital Learning

Firefly

The school uses Firefly, an eLearning platform that enables staff, students and parents to access a range of information, such as subject-based pages of resources for academic and pastoral staff, students' nightly homework, individual timetables and attendance data.

To register as a parent on Firefly, please follow these instructions:

- Step 1. Visit the School website www.lingfieldcollege.co.uk. At the top of the menu is a 'Portals' option where you will find Firefly. Click this to be taken to the Firefly page. Click the relevant Firefly option.
- Step 2. If you are logging in for the first time, underneath the login you will see a green tab for new users to activate their account. Please note, new parents will not be able to access Firefly until the start of the academic year.
- Step 3. Insert your personal/parent email address and press activate, making sure you use the same email account you have registered with the School. If you don't know it please contact us.
- Step 4. An Activation email with details of how to access your account will be sent to your email inbox. Click the 'Activate your account here' button. You will be taken to the Firefly page to set up a password.

We will give further information about how to log in and use Firefly at the Induction Evenings, and there is also a handy Firefly video on our website, www.lingfieldcollege.co.uk/parents/firefly.

Laptops

From the start of Year 10, all Lingfield College students use individual laptop computers in lessons. Our goal is to expand opportunities for learning and for students to develop their digital and organisational skills. We feel that Year 10 is the ideal time to introduce individual devices, as students will typically have gained a level of maturity and independence to fully benefit from the learning and organisational opportunities they provide.

All student laptops are purchased or rented by parents through our partner provider. We currently have three devices to choose from with a range of price points. All have touchscreens and include a keyboard and a stylus pen. The laptops are remotely managed by our IT Support team to ensure their performance is optimised and all necessary safeguards are in place. All students are required to rent or buy a new laptop at the start of Year 10, so parents who choose to buy a computer or tablet for their child to use at home during Years 7 – 9 are encouraged to be mindful of this fact and plan accordingly.

Meals

Lingfield College operates a Breakfast Club daily from 7.45 am – 8.20 am. The menu is varied and includes both hot and cold options. Students currently pay for breakfast in cash, but there are plans to introduce a cashless payment system in September. More information about this will be sent to parents once the system is up and running.

Break Service runs from 10.30 am – 10.50 am, and students can purchase a choice of sweet or savoury snacks for around £1. A vegetarian option is available.

Lunch is compulsory, and there is no additional cost for this. A choice of menus are available each day, including vegetarian and vegan options. It is possible to see each week's menu on the school website under the [Parent Information](#) tab. We cater for any dietary needs and allergies, and you will be asked to complete a form detailing this.

Medical Issues

The Medical Room is by the main entrance of the School and is staffed by the Senior School Office, who will contact parents if necessary. If students are collected from school before 3.50 pm, their parents/guardian must notify the Office Staff, and the student must sign out at the School Office – they should not simply leave the premises without talking to a member of the Office Staff about the situation.

There are adequate first-aid-trained members of staff in the school. First aid boxes are situated at several points around the school, and there are signs posted on-site giving details of where the nearest box can be found. There are defibrillators in the Medical Room and the Sports Pavilion.

Students requiring short-term medication must bring it to the School Office where it can be securely stored, and their parents must complete a Medical Consent Form (available on the school website via the Firefly tab) giving their permission for School staff to administer the medication to their child.

Only medication that has been prescribed by a GP, Nurse or Pharmacist can be taken in school. In keeping with government guidelines on the use of medicines in schools, medication must be in its original packaging, labelled with the patient's name, dosage and details about its administration. If it needs to be kept refrigerated, this information must also be on the packaging. Students are encouraged to administer their own medicines under adult supervision in the Medical Room.

Controlled drugs (such as ADHD medication) must be brought into school by a parent only.

Students who use EpiPens (adrenalin auto-injectors) asthma inhalers and insulin pens should always carry one with them, and not simply leave it in their school bag. A spare must also be kept in the Medical Office. Once the Autumn Term is under way, all students who use EpiPens will be invited to a training session with the Medical Officer and will be asked to bring two responsible friends with them who can learn about the signs of anaphylaxis and what to do if they spot them in their friend.

If a student has a medical or dental appointment in school hours, parents are asked to confirm this by emailing the child's Tutor and the School Office. The student must sign out at Reception and sign back in on their return.

Security



Each student is allocated two lockers. One is in the main school and is for the safe storage of books, bags and any personal items that they bring in. The other locker is for sport, and in most cases will be near the Sports Hall. Students should bring their own padlock at the start of the academic year to secure their sports locker and should store kit bags, equipment and uniform in these lockers while they are playing sport.

Students are advised not to carry expensive items such as watches, jewellery, electronics or large sums of money. If necessary, valuables can be left in a named envelope in the School Office or should be locked securely in their locker.

Students are allowed to bring their mobile phones to school but are expected to turn them off and not use them for the duration of the school day (8.30 am – 3.50 pm). If they need to use their phone during the school day, they must seek permission from the School Office or a member of teaching staff. If a student uses their own/school laptop or tablet in academic lessons, they should store it in their locker when the device is not being used rather than putting it into their school bag, even if it is stored in a protective case. Students in Years 7-9 can only bring a laptop or tablet into school if it has been authorised by the SENDCo.

If there is a problem with any locker or padlock, students should let the School Office and their Head of Year know as soon as possible so that it can be rectified.

Transport

Many students travel to school by car and are dropped off in the Auditorium Car Park. Peak traffic times are 8.20 am – 8.35 am, and these are best avoided as the area becomes very congested indeed around those times. The traffic is exacerbated by the morning drop off at Young Epilepsy further down St Pier's Lane as well as the traffic lights near the Racecourse. Parents are asked not to drop their children off either in the Le Clerc car park or the lfield Park trading estate opposite the school entrance.

To improve the congestion in the afternoons, students in Years 7-9 can be collected in the Auditorium Car Park from 3.50 pm, but older students must walk to the Jockeys' Car Park through the Prep School and meet their parents there.

Drivers around the school site are asked to be particularly mindful of the 5 mph speed limit on the school site and to be aware that 11 – 18-year-olds can be more interested in checking their mobile phones than watching out for cars in the car park. They are told to use the marked areas and zebra crossings, and we would ask that parents respect these areas to keep the students safe.

Buses

Parents who are interested in using the school bus routes can find them on the school website under the [Parent Information - School Transport tab](#). The coaches and minibuses leave from the Le Clerc car park and Lingfield College Prep site. Students who use the bus service are expected to behave appropriately and are not allowed to eat or drink on the coaches. If their behaviour gives cause for concern, they may need to consider an alternative means of getting to and from school. All students taking the 5.10 pm bus are not permitted to leave the school site. They must go to a supervised club, subject workshop or stay in their designated study area.

Train

A large number of Lingfield College students travel to school by train, and they are expected to walk to the station via the Prep School route rather than crossing the fields behind the school for reasons of safety. In the winter months (November until February half term), a free Shuttle Service runs from school to Lingfield Station, leaving the Auditorium Steps at 4.55 pm each evening. Students must sign up for this service in advance at the School Office.



Useful Contacts



The Headmaster - Mr Richard Bool

Executive Assistant to the Headmaster - Mrs Tara Unwin

unwint@lingfieldcollege.co.uk

01342 838166

School Office

senioroffice@lingfieldcollege.co.uk

01342 832407

Head of Finance & Resources - Mrs Angela Brassett

brassetta@lingfieldcollege.co.uk

Deputy Heads' PA - Mrs Rebecca Ericsson

ericssonr@lingfieldcollege.co.uk

01342 778828

Deputy Head - Mrs Emma Parsons (Pastoral)

parsonse@lingfieldcollege.co.uk

Deputy Head (Academic) - Mr Craig Fast

fastc@lingfieldcollege.co.uk

Head of Year 7 - Mr Andrew Loveday

lovedaya@lingfieldcollege.co.uk

Head of Year 8 - Miss Charlotte Bradford

bradfordc@lingfieldcollege.co.uk

Head of Year 9 - Mr Yan Gonachon

gonachony@lingfieldcollege.co.uk

Head of Year 10 - Miss Lisa Cooper

cooperl@lingfieldcollege.co.uk

Head of Year 11 - Mr Philip Stanton

stantonp@lingfieldcollege.co.uk

Head of Sixth Form - Mrs Alison Folkard

folkarda@lingfieldcollege.co.uk

SEND Coordinator - Mrs Sue Sevier

seviers@lingfieldcollege.co.uk

Sports & Co-curricular Activities Secretary - Mrs Suzanne Lewis

lewiss@lingfieldcollege.co.uk