



Year 7 Admissions - Frequently Asked Questions

What is the normal transition process?

We normally run an Open Evening and Open Mornings during the Autumn term. Unfortunately, due to Covid-19 restrictions, this year these will be online events.

We then usually run a series of transition events to introduce students to Claverham. These include an Intake Evening for parents, carers and students, transition days to introduce you to the College site and the staff and students and several special or individual events for any students who are finding the transition from secondary to primary more of a challenge. We visit our new students in their primary schools to answer any questions or concerns you may have at the same time as collecting some information about you from you and your teachers.

This year, unfortunately, all of these events have been online but we hope that we will be able to run all of our usual transition events later in the year depending on the guidance at the time.

What is the catchment area for Claverham?

A map of our traditional catchment area can be found on our website:

<http://www.claverham.e-sussex.sch.uk/documents/Claverham%20Community%20College%20Community%20Area%20Map.pdf>

As well as students from our traditional catchment area each year we also admit a number of students from the surrounding local area.

What time does the school open and what time does school start?

The School doors will be open from 8:20am, currently students are asked to go straight to their tutor room when they arrive at school due to the procedures we have in place. When things return to normal and we revert to our regular procedures you will need to be in your tutor room by the start of registration at 8:55am. We ask that all of our students are on time and in their tutor room for the start of registration.

How many lessons per day will I have?

There will be six fifty minute lessons each day and a tutor time session in the morning. We normally have a twenty minute break and forty minute lunch, although these are currently slightly different due to our Covid-19 procedures which we have in place. You will have a two-week timetable during your time at the College and each day you will have a different mix of subjects.

How will I know where my classes are located?

You will get used to the layout of the school quite quickly. You will go to most of your lessons together as a tutor group to start with. You will have a copy of the College map in your planner and there are lots of older students and members of staff to help you if you are lost or unsure where to go.

Do the tutor groups at Claverham have mixed year groups?

No, tutor groups are made up of only pupils from one year group. We will have 10 tutor groups each year. There will be a mixture of pupils from different primary schools so you should hopefully be with one or two of your friends.

Our tutor groups are arranged into 5 houses and within each house there are two tutor groups from each year.

How many pupils are in each tutor group?

We have approximately 23 students in each tutor group to help ensure that our form tutors can get to know each of them individually.

Can I be with my friends in my tutor group?

Yes, you can be with one or two of your friends in your tutor group. You will be asked the names of your friends before you start.

Why do you have Houses at Claverham?

The five Houses at Claverham are named after parts of the Battle of Hastings battleground. They are Caldbec, Montjoie, Oakwood, Santlache and Telleham.

Our Houses are the foundation of the pastoral support system we offer all of our students. You will see your form tutor each day and they will be your first point of contact if you have any questions or concerns. Your Head of House will regularly speak to your form tutor about you and the other students in your tutor group, together they will monitor your progress attendance and welfare during your time at the College. You will see your Head of House regularly as they will also deliver assemblies to all of the students in your House.

Your Head of House works closely with a non-teaching member of the pastoral team to provide support to the students in their House. They will be the first point of contact for parents or carers if they have any queries or concerns.

Our house system also acts as a focal point for inter-house competitions. We want our students to be proud of the House which they are in and work hard to support their fellow students in a wide range of events and competitions.

Will my primary school teacher tell you all about me?

Yes, we will get some information from your primary school teachers about your character and some of your likes and dislikes. However, when you start at Claverham this is a chance for you to start fresh and be the best possible version of yourself.

Am I allowed to bring my phone to school?

No, you are not allowed to bring your phone into school. This is because phones are expensive and if they get lost it can cause a great deal of upset. If you need to speak to your parents we can arrange for you to be able to do this when it is appropriate.

How do I buy my school dinners?

At Claverham we use a cashless catering system. Parents are asked to make payments online via parent pay. You will then be given a PIN number when you start at the school. When you want to buy something from the canteen you select the food you want to buy and enter the PIN number at the cash desk. The funds are then deducted from your account. If you receive free school meals, the money will automatically be placed onto your account. There is a range of different food that you can purchase and there is a menu that is available on the school website.

How do we set pupils in lessons?

In Year 7 Maths and English are the only subjects which are set. This is based upon the data we receive from your Primary School. If we feel that they need resetting once they have settled in, we may test the students to analyse what group best suits their ability. Other subjects are taught in mixed ability groups.

Are Maths and English classes taught in ability sets or mixed?

We do have ability sets for both Maths and English. These sets are reviewed frequently to ensure that students are in the most appropriate set to help them to make the most possible progress. As they move up the school students are also put in abilities etc for other subjects.

What subjects will we study in Year 7?

We teach a wide range of subjects throughout Key Stage 3 to give you an experience of an array of different curriculum areas before you come to make your option choices in Year 9.

These subjects include:

English, Maths, Science, Geography, History, Worldview Studies, French, German, Spanish, Music, Drama, P.E., Art, ICT and Computing, Design Technology, Food and Nutrition, PSHE and Citizenship.

What subjects can I study in Key Stage 4?

Our Year 9 pupils choose from a range of subjects that they will then study in Year 10 & 11.

Core subjects: Science (Triple or Combined), English Literature, English Language, Maths, RS, Careers, Core P.E.

Optional subjects: Geography, History, RE, GCSE PE, Sport, Child Care, Business Studies, Art, Art Textiles, Design Technology, Food and Nutrition, ICT, Computer Science, Dance, Drama, Music, Media Studies, Psychology, Photography, Latin, German, Spanish and French.

What sports can I take part in?

The PE department strives to give you the best experience possible and we try to cover as many sports as we can on our curriculum. We also try to enter teams in many inter-school competitions.

What extra-curricular clubs and activities do Claverham run?

There is a wide range of clubs and activities and these are shared with you in tutor time and on the notice boards around the school. Clubs range from Sports, Music, Drama, Computing, English, Maths and Homework support. These are during Lunchtime and After school. For example, Football for everyone is available on the 3G pitch every lunchtime. All Clubs and activities are free and open to all. We also offer various school trips that include skiing, visits to other countries and various outdoor pursuits trips including. We also take part in the Duke of Edinburgh's Award.

Do you get lots of homework?

There will be homework set for each subject over a two-week period. There is a manageable amount set and teachers give you an idea of how much time you should be spending on each piece. If you find you are being set too much or not enough you can speak to your class teacher or tutor.

Do I need a computer for homework?

Although not all homework tasks are set on the computer an increasing number will be as you move through your time at Claverham. If tasks are set on the computer and you cannot complete them then you can ask your class teacher for a paper copy of the homework.

Do you have a homework club?

Currently we do not run any clubs due to the Covid19 restrictions. However, we usually run an afterschool homework club for Years 7-9 and a silent study room for Year 10 & 11. Our library is also accessible during break and lunchtime. We hope to get these arrangements back to normal as soon as possible.

What support is available at Claverham for SEND students?

Our SENDCO and SEND team work closely in cooperation with parents, carers and students to provide the right level of individual support to ensure that our students enjoy their time at the college and progress towards their academic goals.

In Year 7 we have a nurture group who receive additional support and are based in the same classroom for the majority of their lessons. This helps students in need of this level of support to gradually adjust to being in a secondary school environment in a supported way.

What if I am anxious or worried about anything?

We have a team of teachers and non teaching staff who will support you. You will be linked to a tutor who will see you every morning. Your form tutor will get to know you really well and most likely be the first person you go to for help. You will be placed into one of 5 houses and your Head of House and the pastoral assistants will regularly check in with you.

If you struggle there are 9 teachers who are Mental Health First Aiders. They can give advice on different aspects of mental health and if they feel the problem is too big for them they will pass it on to the Head of Welfare who will discuss with you the options available, whether that is counselling, CBT or outside support from an external provider.

What kind of support do you provide if a child is struggling with their work?

Communication is key between parents, students and the College. Your first point of contact will be your House Pastoral Team, so if you have any concerns please send an email notifying them. Staff can then put strategies in place and pass on information to other staff to ensure that the right level of support is put in place where and when it is needed.

Do students get rewarded?

Our student rewards system works through Classcharts, an online system through which staff can allocate positive points to students for a wide variety of achievements from outstanding work to contributions to the community.

Students can use their reward points to buy items from our online shop or can donate them to charity.

We hold regular awards assemblies where students' achievements are celebrated by the College community. Each year we also hold an Awards Ceremony where parents, carers, students and staff join together to celebrate outstanding achievements by our students.

How do students get detentions and why?

Students who are in the right place, at the right time, doing the right thing do not get detentions.

If you do not behave well, do not work hard enough, do not hand in homework, disrupt lessons, are not in full and correct uniform, or are disrespectful to adults, then you can expect to find yourself given a sanction for this which could well be in the form of a detention.

What should I do if I am late for school?

Make sure that you sign in at reception when you arrive so that we know you are here – this is really important so that we know who is in the building in case there is a fire!

How is persistent lateness dealt with?

You need to be punctual. Excellent attendance and punctuality are expected at Claverham. If you need support with this we will help all that we can, but you will need to make up any lost learning time that is caused by your lateness. This will usually be done in a detention.

How are teachers addressed?

By their title and surname – so Mr, Mrs, Ms, Dr etc

How strict are teachers?

Teachers have high expectations. They want you to learn and will do everything they can to ensure that you can do this and make progress. All we ask from all of our students is that they work hard and achieve the best they can.

As in any community there are rules and we expect all members of our community to follow our rules and expectations. We show our respect for each other and for the College community through the way in which we behave including the use of good manners towards one another

Where do we buy School Uniform and PE Kit from?

Our school uniform suppliers are Wards and SuperStitch. We will give you a full list once you have been allocated a place at Claverham.

PE kit is available from the Finance office, we also have an online shop. Details of how to access the shop will be emailed to you.

Additional items you may require are; white socks for indoors, sports trainers with heel and arch support, shin pads, a towel and a gum shield. These items are not available from school.

What do I do if I am feeling unwell?

If you are feeling unwell you can visit Mrs Taylor in the medical room or talk to your Head of House during break or lunch time.

Speak to your teacher if you are in class and they will advise you what to do and where to go.

What if I need medication during the school day?

To ensure everyone's safety pupils are not allowed to carry medication on them. There are a few exceptions to this e.g. Asthma pumps, EpiPens and diabetic equipment. Your parents or carers will need to arrange this with the school beforehand. You can also leave medication with Mrs Taylor in the medical room, providing your parent or carer has filled in the consent forms. If you need to take medication you can visit the medical room at break or lunch or, when agreed, your teacher can allow you to visit the medical room during lesson time.

Is there an update on the building work that is planned?

The building works are currently due to commence in January 2021 but we are awaiting final confirmation of this after the project was recently granted planning permission.

Assuming that everything goes according to the proposed timeline the plan would then be for the first stage of the project to see the placing of temporary accommodation on the site which we will use during the course of the project.

In the Summer of 2021 we are scheduled to move out of the main school block into the temporary accommodation.

The project should then be complete by the Summer of 2023 at which point we will move into the new building and the temporary accommodation will be removed.

At each stage of the process we have worked to try to ensure that there is no disruption to the education of our students during the programme and to ensure that the end product will substantially benefit our students and the wider community.

Will the toilets be open plan in the new build as they are now and will they be gender neutral?

The main toilets will be open planned with floor to ceiling cubicles, these will be identified as being for separate genders, there will also be provision for some gender neutral toilets which will be clearly identified.

Are there any plans for a 6th Form in the future?

We have investigated the possibility of developing a 6th Form at Claverham on a number of occasions but currently there are no plans to enable this to happen due to there being adequate 6th Form provision in the local area.

Who should I contact if I have concerns over the work that my child is studying?

If you have general concerns about any aspect of your child's welfare or education then your son or daughter's Head of House will be your first point of contact. If you have concerns about specific subjects then you should contact the Head of Subject, details are available on the College website.

