Collingwood College



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Collingwood College
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About Collingwood College

Collingwood College is located between Camberley and Bagshot and benefits from a spacious campus characterised by spectacular pine trees and open green spaces.

The College has three main buildings known as Barossa, Kingston and the Sixth Form Centre. Years 7, 8 and 9 have their form rooms and recreational areas in Barossa building. Kingston building is where Years 10 and 11 are based. Suites of specialist classrooms are located in all three main buildings and are used by students in all year groups.

Collingwood has a huge range of facilities which are continually being upgraded to meet the demands of an ever-changing curriculum and enhance students' College experience. More than £4million has been invested in site improvements over the past few years with further exciting plans under development.

Sport and Physical Education play a vital part in College life. Extensive sports facilities are available to students which include a Sports Hall, excellent sports pitches, two gymnasiums plus a dedicated gymnastics and trampoline facility.

We invest heavily in IT equipment to provide resources that meet the needs of each subject area. There are over 20 dedicated IT rooms which provide 1:1 access for students to use in a range of subjects such as ICT, Business Studies, Technology, Music, Art, PE, Science and Media.

The full range of Microsoft Office 365 applications are used in College to allow staff and students to collaborate on College work. Students can access online resources 24 hours a day 7 days a week using a PC or mobile device. They are provided with support and training in the use of College systems as soon as they join and are encouraged to use new technology wherever possible to enhance their learning.

We have a mobile free environment whereby students are allowed to bring their phones into College at their own risk. However, these must be switched off and stored in students' bags during the entire College day (8.25am – 3.15pm).

We are committed to developing our students' ability to deal with the dangers of social networking and e-safety is evident in many areas of the curriculum.

Our admissions policy is included at the back of this booklet, and we will admit ten forms of entry in September 2026. In recent years we have been able to offer every student who selects Collingwood as their first choice a place but demand for places is increasing year on year with waiting lists.

Communication / Edulink One

Edulink One is a school information platform that can be accessed on any device – PC, laptop, tablet or mobile device – via a web browser or via the Edulink app. The app is available for Android and iOS devices.

Edulink gives parents secure access to their child's/children's data. Parents can access, amongst other information:

- Achievement – Praise Points
- Behaviour points
- attendance records
- personal and contact information
- student timetables
- College policy documents
- information about the curriculum.

Letters to parents are uploaded onto the Noticeboard section on Edulink. Wednesday is classed as 'Letter Day' and every week parents receive a communication from the College with a link to our weekly newsletter which also advises them of any important information and to remind them of forthcoming events. Any letters raised during the week are also included.

For security purposes, this new system requires an individual parent login (username and password). If you have more than one child at Collingwood, you will only require one account and all your children will be visible through this.

College Day

The College Day commences at 8.25am with registration, group tutorial or assembly and ends at 3.05pm.

8.25 am	8.50 am	Registration, Group Tutorial / Assembly
8.50 am	9.50 am	Period 1
9.50 am	10.55 am	Period 2
10.55 am	11.20 am	BREAK
11.20 am	12.20 pm	Period 3
12.20 pm	1.25 pm	Period 4
1.25 pm	2.00 pm	LUNCH
2.00 pm	3.05 pm	Period 5
3.05 pm	4.05 pm	Period 6 *1 day per week for A Level & Diploma students*

Vision and Values

Collingwood College is committed to developing responsible, independent and happy young people who have a strong moral code and contribute to society both economically and socially. Students should have the self-belief to take a 'no-limits' approach to their learning and be the best that they can be. In all aspects of College life, they can be proud of who they are, develop a growth mindset and become well-equipped to meet the challenges of the future.

Our values guide our decisions and the way we behave:



Curriculum Offer

The College provides a stimulating curriculum in Years 7 and 8 which builds on the students' prior learning in the core subjects of English, Maths and Science and offers the full range of courses in Humanities, Arts, Technology and Languages. Students continue to study the core subjects until they are examined at the end of Year 11. They are able to make three subject choices at the end of Year 8 which will enable them to begin their studies in those subjects for GCSE programmes in Year 9. Two further subject choices are made at the end of Year 9. PSHE is taught within the curriculum.

The College's tutorial programme gives us a platform to develop and support students' wellbeing and personal and social development alongside their Reading. All students follow examined courses in Philosophy, Religion and Culture (PRC) until the end of Year 10.

Students are initially placed in mixed ability teaching groups for most subjects and subsequently moved into broad ability sets in Maths. More subjects will use ability setting as students progress through the College, but this is continually reviewed to ensure the pace of learning matches the needs of each cohort of students.

Students can study a wide range of qualifications, which currently include:

Faculty	Qualification
Creative and Performing Arts (CAPA)	**GCSE** Art, Craft and Design, Photography, PE, Drama, Performing Arts, Media Studies, Film Studies, Music **Arts Award** Music **LAMDA (Drama)** **A level** Photography, Drama & Theatre Studies, Film Studies, Media Studies, PE **BTEC** Art & Design, Sport, Media Production, Performing Arts
Communications	**GCSE** English, English Literature, French, Spanish **A level** English Language & Literature, English Literature, French, Spanish
Humanities	**GCSE** History, Geography, Philosophy, Religion and Culture (PRC), Sociology, Psychology, Higher Project, Citizenship **A level** History, Geography, Sociology, Extended Project, Law, Psychology, Criminology
Maths and Science	**GCSE** Maths, Biology, Chemistry, Physics, Combined Science **A level** Maths, Further Maths, Biology, Chemistry, Physics **BTEC** Science
Technology, Vocational and Business Education (TVIBE)	**GCSE** Food Preparation and Nutrition, Computer Science, Electronics, Engineering, Design & Technology, Textiles, Business Studies, Economics, iMedia **Cambridge National** ICT, Creative iMedia **A level** Business Studies, Economics, Computer Science, Product Design **BTEC** Children's Care, Learning & Development, Health & Social Care, Business, Information Technology

Contacting the College

Parents may contact the College via email (tc@collingwood.surrey.sch.uk) to register a concern, seek information or pass on praise for a member of staff. Emails are monitored in order to improve the service we provide and ensure that your communication receives an acknowledgement and is responded to within 3 working days.

Safeguarding

Collingwood is proud of its safeguarding record, which has been commended in our Ofsted inspections. It has a strong team consisting of many experienced and senior Pastoral staff. Students are never allowed off site without permission and are sanctioned appropriately if they do so. Parents are contacted as soon as possible in such rare instances.

Home Learning

Home Learning is an extension of school learning and provides the opportunity for a student to develop skills and knowledge outside the classroom. Home Learning is any activity which a student is asked to carry out, outside the lesson time, which they may do on their own or with parents / carers or with other students as a group activity.

Based on national guidelines Collingwood students are expected to regularly spend the following amount of time on home learning tasks:

Year	Daily Time
Year 7 and 8	30 minutes to 60 minutes
Year 9	45 minutes to 1½ hours
Year 10 and 11	Up to 2 hours
Post 16	Amount depends on individual courses; we advise 4 hours per subject per week as a norm.

- All Home Learning is set on Edulink One
- Students may use the Library as a supervised study facility before school from 8.00am, at break, lunchtime and after College until 4.00pm each day.
- Special revision classes are held throughout the year for all students taking external examinations. These classes may be at lunchtime, after College, on Saturdays and during Easter and May half term. We do ask parents to support attendance at these sessions.

More able student programme

We believe that all students need to receive an appropriate level of stretch and challenge in their lessons and of course this is particularly important for the more able students. Strategies for providing this challenge in lessons include differentiation, provision of extension activities and development of Leadership and Independent Enquiry.

We offer a variety of additional opportunities for more able students outside of lessons. These include after College enrichment sessions, trips, external visitors, competitions and access to holiday schools.

Ofsted

'Pupils are proud to attend Collingwood College' (Ofsted 26)

Collingwood was inspected by Ofsted in April 2026 and under Ofsted's new rigorous inspection framework which sets higher expectations nationally, Collingwood was assessed as **'expected' in all seven areas.**

The report highlights are as follows:

Safeguarding standards fully met. Collingwood College provides a safe, caring and positive environment where leaders have established 'an open culture in which safeguarding is everyone's responsibility….'as a result, pupils are made safer and feel safe.'

Attendance has 'improved over time' with inspectors noting that 'leaders 'prioritise attendance' with the aim to 'identify any barriers and overcome them.'

Behaviour across the College was praised with the College described as 'a calm and purposeful learning environment' where 'in lessons, pupils produce work of a high quality.' The 'positive relationships between staff and pupils underpin the effective behaviour systems. 'this means low level disruption is rare.'

Pupils were recognised as being 'polite, keen to learn and respectful to each other and staff' and they 'conduct themselves well in lessons and at social times.'

Pupils 'value the high-quality pastoral care' and 'are confident that leaders will put in the best possible support for them.' 'Careers advice and guidance are a strength.'

'Bullying is rare' and that 'harassment in any form is not tolerated.'

The curriculum is ambitious where 'it is well sequenced and supports pupils to develop their knowledge across the full range of subjects.' Teachers have 'received tailored support' from leaders to become subject 'experts.'

I**nclusion and SEND provision** 'have effective systems in place' where 'pupils with lower starting points progress well through the curriculum' and 'leaders have built professional relationships with external agencies to secure the right interventions for pupils.'

'The school's enrichment offers fosters teamwork, resilience, problem solving, helping pupils to build confidence beyond the classroom.'

The Sixth Form is an "inclusive and nurturing environment", where "expert teachers share information effectively" and students take on leadership roles and are "ambitious for their next steps".

The full report can be found at **https://reports.ofsted.gov.uk/provider/23/136828**

Parent Engagement

Collingwood has excellent home-College partnerships. We welcome parental support and involvement. Throughout the year there are a number of meetings which we encourage parents to attend, either in-person or remotely - Academic Reviews and Parents' Subject Evenings. We hope parents will also support the College at the various events that take place throughout the academic year.

Throughout the year we also produce a number of surveys including the **Annual Parents' Survey** and encourage all parents to take part.

The College has no parent teacher association, but we do rely on annual College Fund requests to support expenditure on items not covered by the normal budgets. Parents are asked to donate in accordance with their means, either annually or by monthly standing order. In recent years this income has allowed us to considerably improve outdoor facilities for students and increase the Sixth Form study provision.

ParentPay

ParentPay is the College's online payment system that lets parents make secure online payments by credit and debit card. It allows parents to pay, whenever and wherever they like, for all College services, including:

- topping up your child's dinner money card
- paying for College trips
- purchasing books and equipment.

It provides parents with a full purchase history including meal choices, up-to-date dinner money balances and outstanding balances on any trips which are being paid for via instalment.

All students are issued with an ID card which they use to 'pay' for their lunch (see School Meals section).

We can only accept payments by ParentPay.

Partnerships with Other Schools

We recognise that all schools can learn from each other and by working together we can invest time, effort and expertise in curricular and extra-curricular projects which will broaden and enrich the experience of students.

The 2015 Learning Partnership

Collingwood College is part of a Learning Partnership with Bishop David Brown School, The Magna Carta School and Winston Churchill School. The four schools are currently graded 'Good' by Ofsted, and all are on 'a journey of continuous improvement' and have created an effective, respected and influential group of North-West Surrey Schools.

Pastoral Care

The College has a very strong pastoral system. We have a combination of teaching and non-teaching Year Managers, Pastoral Assistants and two Student Support Officers who are available to support students throughout the College day. We also have an Attendance Manager, Home College Link Worker and an Inclusion Officer who give additional assistance. Form Tutors are key figures in the provision of pastoral care and are responsible for the conduct of Academic Reviews. The primary focus of these events is to check that children are happy and making good progress relative to their ability and prior attainment.

Collingwood are proud to have a pioneering Mental Health Support Team based in the College providing excellent guidance for our students to support their mental health and wellbeing.

Personal Development

There are a large number of lunchtime and after College clubs involving sport, drama, art and other interests. All students are encouraged to participate in the College drama events, music concerts and special events. There are many trips, many related to the curriculum but also ski trips, sports tours and language exchanges. A strength of the College is the significant number of leadership opportunities available including being a College Council Representative, an Anti-bullying Ambassador, a Student Leader or a peer mentor and when the student reaches Sixth Form, becoming part of the Senior Prefect Leadership Team. The College has thriving PiXL Edge and Duke of Edinburgh's Award Schemes, which enters large numbers at all levels.

All students receive Personal, Social and Health Education in their curriculum offer.

Pupil Premium

The Pupil Premium is additional funding given to schools to support disadvantaged students and improve their attainment.

The College uses the funding to make a real difference to the life outcomes of students on the Free School Meal (FSM), Service Premium (SP) and Looked After Children (LAC) registers.

Rewards

Collingwood operates a praise point system. Praise points are allocated to students' records for positive contributions to Collingwood and more specifically for individual effort in the various aspects of College life including good attendance and excellent Attitude to Learning (ATL). Parents can view these points on their child's record through Edulink.

Behaviour points are also recorded against a student for poor uniform, lateness, detentions, etc. These can also be viewed on Edulink.

At the end of each half term students can spend the balance of their praise points to purchase, for example, Amazon, Starbucks or high street vouchers or spend the equivalent in the College canteen.

Catering Options

Students can access a wide range of meals and snacks from our various catering outlets. There are different menus available in each building at break and lunch times. Students purchase food using a cashless system linked to their ID cards. Parents and carers can top up students' balances using our online payment system ParentPay. ParentPay is also used for payments for trips and other activities.

Students who are entitled to free school meals use catering outlets in the same way as other students. A daily allowance is automatically loaded to their account, enabling them to purchase meals and snacks.

Some students living locally may wish to go home for lunch. We recommend that students stay in College but those who are authorised to go home will be issued with a 'home-to-lunch' pass.

Special Education Needs

Our Learning Support Department provides help and support to students in the classroom in small groups for targeted intervention. Support includes help with literacy, numeracy, organisation, reading as well as social and emotional aspects of learning. We run a special 'nurture group' (Aspire) for a small group of children with learning difficulties who may find the transition to secondary education challenging. Small groups may also receive support outside the normal College day.

Travel Information

The College is committed to promoting safe, active and sustainable travel to school and has been awarded bronze accreditation by Modeshift STARS for its travel plan. A range of travel initiatives are arranged for students including cycle training, road safety awareness events and national campaigns. Walking or cycling to College is encouraged, with storage for more than 90 bicycles monitored by CCTV.

Coaches are supplied to transport students living more than three miles from the College for whom Collingwood is the nearest school or the one designated by the Local Education Authority. Those living less than three miles from Collingwood are not eligible for free transport. A large proportion of Collingwood students travel by coach and bus.

The College is served by a number of public buses and parents may apply for a paid-for concessionary place or purchase tickets via the bus company depending on their location. Public buses serve outlying areas such as Ash, Ash Vale, Bisley, Deepcut, Frimley Green, Heatherside, Mytchett, West End and some parts of Lightwater.

Uniform

Our uniform is designed in consultation with students and parents to be smart, comfortable to wear and easy to look after. Students wear plain black trousers, plain black shorts or plain black skirts. These are worn with white shirts and ties. Students in Years 7, 8 and 9 wear a light blue tie and years 10 & 11 wear a dark blue tie. All students are required to wear a navy-blue v neck jumper. Footwear should be plain all black leather or leather-like with solid soles.

Admissions Criteria

The 'Admissions Authority' referred to in the Policy is *Collingwood College*

General

- In common with all state-maintained schools the College operates its admissions policy within a local and national framework. Consequently, parents should read this Admissions Policy within the context of the current Surrey Local Authority booklet "Information on School Admissions and Transfers".

- The College will normally admit each year without reference to ability or aptitude the Planned Admission Number, (PAN), of 300 students, who are aged 11+ or who have completed Year 6.

- In accordance with the School Admissions Code, Collingwood College operates an equal preference system. This means that the College considers all ranked preferences equally against its admissions criteria and informs the Surrey Local Authority of those applicants, to whom places can be offered. Places are then offered by Surrey Local Authority on the date specified annually in the above booklet.

- All available places will be offered. No places will be held back for late applicants who may move into the locality.

- Children who are the subject of an education, health and care (EHC) plan naming Collingwood College will have absolute priority for a place. Since there is a separate process for the admission of students with an EHC plan, Surrey Local Authority will send information at the beginning of the Autumn Term explaining the procedure in respect of a child's future placement. Advice is also available from the Local Area Education Office.

- Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made by the admissions authority on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and, if they wish, provide evidence to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.

Specific

If the number of applicants exceeds the PAN, the College is oversubscribed. In this circumstance, the following priorities will be used when offering places:

First Priority: Looked-after children and previously looked after children

Looked after and previously looked after children will be considered to be:

- Children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989 and who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), including children adopted from state care outside England, a child arrangements order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

<u>Second Priority</u>: **Brothers and sisters (siblings)**

After 'Looked-After Children', places will be offered to siblings. A sibling is defined as *a child, who has a brother or sister, stepbrother or sister, foster-brother or sister or an adopted brother or sister attending Collingwood College on 31st October in the calendar year preceding the date of admission.* A sibling will be given priority for admission, **only if the other sibling is on roll at Collingwood College on 31st October in the calendar year preceding the date of admission.**

Applications to be considered under the sibling priority must indicate that the child has a brother or sister already at Collingwood College when the application/preference form is submitted and relevant details must be provided.

<u>Third Priority</u>: **Exceptional arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other lower admissions priorities and the Admissions Authority may apply them when they first offer places. The Local Authority may ask the Admissions Authority to admit beyond the PAN at other times under this category.

What is an exceptional arrangement?

1. Medical and other reasons

All mainstream schools, and not just the school which is the first ranked preference, are expected to support children with the more common medical ailments and/or stress related symptoms or both. If, at the time of completion of the application, the child has a disability or a serious or life-threatening medical condition which necessitates placement at Collingwood College, this must be stated on the application form. Such information will only be considered if parents/carers attach supporting evidence such as a letter from a registered health professional. This evidence should set out the particular reasons why Collingwood College is the most suitable school and the difficulties that would be caused if he/she had to attend another school. A GP's letter will not normally constitute sufficient medical evidence. A priority placement will only be agreed if the
College's medical advisors consider that it is necessary for the child to attend Collingwood College.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Care), these will also be considered, but documented evidence and/or relevant reports must be provided on the application form. If the child is the subject of an Education Supervision Order, or is permanently excluded from school, exceptional circumstances may also give priority for a placement.

It is important that any exceptional circumstances, as described above, be shown on the application form at the time of application and supporting written and/or documentary evidence <u>must</u> be attached. If this procedure is not followed, a priority placement will not be considered.

2. Children with a disability

Applications for children with a disability, who do not have an EHC plan, are treated in the same way as all other applications. **If the child has a disability which applicants believe necessitates placement at Collingwood College, this must be stated on the application form and evidence of the disability must be provided at the time of application.**

Fourth Priority:

1. Children of a member of the staff of Collingwood College, where the member of staff has been employed at the College for a minimum of two years by 31 October in the year preceding that for which admission is being sought;

2. Children of a member of the staff of Collingwood College, where the member of staff has been employed at the College to fill a vacant post, for which there is a demonstrable skills shortage.

Members of staff should complete the Supplementary Information Form and the main application form. A copy of the form can be accessed from the College Website.

Fifth Priority:

Children living in the following Wards of Surrey Heath: Bagshot, Lightwater, Old Dean, St Paul's, Windlesham and Chobham, and that part of Town Ward on the north side of the A30.

Sixth Priority:

Children living in the Bisley and West End Ward of Surrey Heath.

Seventh Priority:

Children living in Town Ward on the south (town centre) side of the A30 and other Wards of Surrey Heath hitherto unspecified. (Frimley Green, Frimley, Heatherside, Mytchett and Deepcut, Parkside, St Michael's, Watchetts).

Eighth Priority:

Children living beyond the boundaries of Surrey Heath.

(Please access the Admissions Policy on Collingwood's website to find a link to the interactive map showing the Wards in Surrey Heath.)

It is important to note that:

- Any parents intending to move into the Surrey Heath Area **must** provide proof that their address is their normal place of residence i.e. evidence of exchange/completion of contracts or rental agreement.

- The home address as at the closing date for applications is used when allocating places. However, if contracts are exchanged on a new family home by the closing date, and as long as the applicant is able to offer proof of such exchange, the Admissions Authority will take account of the new address.

- The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

- We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

- Governors reserve the right to withdraw an offer of a place if it is determined that the place has been obtained as a result of fraudulent or misleading information, even if the child has already started at the College.

- There is no system of contributory or feeder schools which gives priority for admission to Collingwood College, nor is there any automatic transfer between schools. Admission to a particular Junior/Primary school does not guarantee admission to Collingwood College.

- In the case of over-subscription in any of the 8 categories listed above, priority will be given to those children living nearest to the College, as measured in a straight line from the address point of the student's house as set by Ordnance Survey, to the centre of the main entrance to the Kingston Road site. The distance tie breaker will be used in each category, as necessary, as a means of prioritising places. In the event that the tie breaker does not produce a result, a member of the Governing Board will allocate the available place(s) by the drawing of lots. Where children with the same priority live equidistant from the College or where applicants who live in the same block of flats or apartments share the same address point, priority will be determined by the drawing of lots, which will be witnessed and recorded. If a student has more than one dwelling, the address used will be the student's main residence. Evidence of the main residence may be required.

- In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.

- Late applications will be considered in accordance with Surrey's Coordinated Admissions Scheme, details of which can be accessed at www.surreycc.gov.uk.

General – Waiting Lists

The College will operate a "waiting list" for any year group, which is over-subscribed. The position of an applicant on the waiting list will be determined by reference to the 8 priority categories and the distance measurement and other procedures identified above. The waiting list will be maintained for a maximum of one year, commencing on the date on which the allocation of places is formally notified to parents.

The waiting list for Year 7 entry will operate until 31st December 2026 and we will write to applicants to check whether they wish their child to remain on the waiting list until the end of the academic year.

The waiting list for in-year applicants will operate until the end of the academic year in which they applied for a place. At the end of each academic year, applicants will be required to complete a new in-year application to apply for a place for the following academic year.