



Lingfield  
COLLEGE

**SENIOR SCHOOL  
ENTRY INFORMATION  
2025-26**

# Welcome to Lingfield College!

We are delighted to welcome your child to Lingfield College. This booklet has been designed to support a smooth transition to the school and to explain many details about life at Lingfield. We hope that you find it useful.

We are hosting a range of events this summer to help you, and your child, settle into the Lingfield College community.

Induction Days for students give them the chance to meet their future peers, get to know the school site and enjoy some taster lessons.

## Induction Day dates:

Thursday 19th June: Induction Day for all students joining in Years 9 & 10

Friday 27th June: Induction Day for all students joining in Years 7 & 8

Induction Evenings for parents provide an opportunity to meet each other and find out more about the curriculum, expectations and opportunities available.

## Induction Evening Dates:

Thursday 5th June: Parents of students joining in Years 9 & 10

Tuesday 17th June: Parents of students joining in Years 7 & 8

Although the Induction Evenings will mostly focus on Years 7 and 9, parents of students starting in Year 8 or Year 10 are welcome to attend.

In June, new Year 9 students and their parents will be invited to individual meetings with Mr Stanton, Head of Year.

On Thursday 28th August, Year 7 & Year 8 students will be invited to a Welcome BBQ and Treasure Hunt.

Further details of these events can be found under the Student Induction Information section of the online Welcome Pack.

We hope your child will have many happy and rewarding years at Lingfield College. If you have any queries about any aspect of school life or support for your child, 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

Students are welcome to stay after school each day until 5.00 pm.

Year 7 and 8 students are supervised in the library, which they have all to themselves. They are welcome to complete homework, read or work on the computers. Year 9 – 11 students are supervised to complete homework or other tasks in a computer room (CS3).

Study Works, a study support club, is run by academic staff from 4.00 pm – 5.00 pm on Tuesday, Wednesday and Thursday. Attendance must be arranged in advance with a student's Head of Year.

The School Office remains open until 5.30 pm and is staff by qualified first aiders. Unless there is an event in the evening, the School is closed for students at 5.00 pm. There are also a range of sport, music and drama clubs that take place after school.

## Attendance

If your child is unwell and unable to attend school, please notify the Senior School Office at [absence@lingfieldcollege.co.uk](mailto: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 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. The School requires prior notification of any appointments.

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 from the Headmaster, and any requests must be made in writing to [unwint@lingfieldcollege.co.uk](mailto:unwint@lingfieldcollege.co.uk). Requests 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.

Routine medical or dental appointments should be booked outside school hours and proof will be requested in the event of any absence.

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](http://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](http://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 across all year groups. 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.

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.

## Student Welfare

The Student Welfare team is comprised of Mrs Emma Salih, our school counsellor, who is registered with the British Association of Counselling and Psychotherapy; Miss Redfern, who works as a Pastoral Support Officer for Years 7-11; and Mrs Walton, who is the Welfare Support Officer for the Sixth Form.

This team is an integral part of the School's pastoral provision and can see students individually or in small groups. They also work closely with the Tutors and Heads of Year.

Students can contact the Student Welfare team directly via email or in-person to seek support, and staff also refer students.

# Digital Learning

## Firefly

Firefly is an online platform that supports teaching and learning. It provides students, parents and teachers with access to educational resources, homework assignments, lesson materials, communication tools and so much more.

Parents are only able to register for Firefly from the first day of term when their child starts at the school. To register as a parent, please follow these instructions:

- Step 1. Visit the School website [www.lingfieldcollege.co.uk](http://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, then select 'Senior School Portal'.
- Step 2. If you are logging in for the first time, underneath the login select 'New to Firefly? Activate your account'.
- Step 3. Insert your personal email address and press 'Activate account', making sure you use the same email account you have registered with the School.
- 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](http://www.lingfieldcollege.co.uk/parents/firefly).

## Laptops

From the start of Year 10, all Lingfield College students use individual laptop computers in lessons. These devices expand opportunities for learning and help 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

Breakfast is available for purchase daily from 7.45 am - 8.20 am. The menu is varied and includes both hot and cold options. From 10.30 am - 10.50 am there is a break service, and students can purchase a choice of sweet or savoury snack.

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

There is also a tuck shop open after school from 3.50 pm - 4.10 pm.

Students pay for all items using a cashless payment system called ParentPay linked to their Student Card.

## Medical Issues / Leaving School Early

The Medical Room is by the main entrance of the School and is supervised by Office staff, who will contact parents if necessary.

There are many first-aid-trained members of staff in the school. First aid boxes are situated at points around the school. 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 and asthma inhalers will be invited to a training session with the Medical Office Administrator and will be asked to bring two responsible friends with them who can learn about the signs of anaphylaxis and asthma and what to do if they spot them in their friend.

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. Students should not simply leave the premises without talking to a member of the Office staff about the situation.

Medication permission forms and allergy action plans must be completed for students who have allergies requiring autoinjectors. Asthma plans need to be completed yearly for those who use an inhaler.

## Security



Each student is allocated a locker. This is in the main school and is for the safe storage of books, bags and any personal items that they bring in. There are sports lockers available to use and students should bring their own padlock at the start of the academic year to securely 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 stored securely in a student's locker.

Students are allowed to bring their mobile phones to school, but they must be turned off and out of sight during the school day (8.30 am – 3.50 pm). Year 7 students are not allowed to bring smartphones to school. If a student needs to use their phone during the school day, they must seek permission from the School Office or a member of teaching staff.

Students in Years 7-9 can only bring a laptop or tablet to school if it has been authorised by the SENDCo. Laptops and tablets should be stored in protective cases and kept in student lockers when not being used.

If there is a problem with a 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 can be dropped off and collected behind the Sixth Form or next to the Astro using the one-way system. Peak times are between 8.20 am and 8.35 am. Parents are asked not to drop their children off either in the Le Clerc car park or the Ifield Park trading estate opposite the school entrance.

Drivers are asked to be particularly mindful of the 5 mph speed limit on the school site. Students are told to use the marked zebra crossings, and we would ask that parents respect these areas and the speed limit to keep the students safe.

There are several visitors' spaces by the side of Le Clerc if you have an appointment with a member of staff during the school day. In the Main car park, there are two disabled spaces and only blue badge holders are permitted to use these.

## 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 must go to a supervised club, subject workshop or stay in their designated study area after the end of Period 6 (3.50 pm).

## 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 Main car park at 4.55 pm each evening. Students must sign up for this service in advance at the School Office.



# Useful Contacts

Headmaster - Mr Richard Bool

Executive Assistant to the Headmaster - Mrs Tara Unwin

[unwint@lingfieldcollege.co.uk](mailto:unwint@lingfieldcollege.co.uk)

01342 838166

School Office

[senioroffice@lingfieldcollege.co.uk](mailto:senioroffice@lingfieldcollege.co.uk)

01342 832407

Reporting absence

[absence@lingfieldcollege.co.uk](mailto:absence@lingfieldcollege.co.uk)

Medical Office

[medical@lingfieldcollege.co.uk](mailto:medical@lingfieldcollege.co.uk)

Director of Finance & Resources - Mrs Angela Brassett

[brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk)

Deputy Heads' PA - Mrs Rebecca Ericsson

[ericssonr@lingfieldcollege.co.uk](mailto:ericssonr@lingfieldcollege.co.uk)

01342 778828

Deputy Head (Pastoral) - Mrs Emma Parsons

[parsonse@lingfieldcollege.co.uk](mailto:parsonse@lingfieldcollege.co.uk)

Deputy Head (Academic) - Mr Craig Fast

[fastc@lingfieldcollege.co.uk](mailto:fastc@lingfieldcollege.co.uk)

Head of Year 7 - Mr Andrew Loveday

[lovedaya@lingfieldcollege.co.uk](mailto:lovedaya@lingfieldcollege.co.uk)

Head of Year 8 - Miss Charlotte Bradford

[bradfordc@lingfieldcollege.co.uk](mailto:bradfordc@lingfieldcollege.co.uk)

Head of Year 9 - Mr Philip Stanton

[stantonp@lingfieldcollege.co.uk](mailto:stantonp@lingfieldcollege.co.uk)

Head of Year 10 - Mr Yan Gonachon

[gonachony@lingfieldcollege.co.uk](mailto:gonachony@lingfieldcollege.co.uk)

Head of Year 11 - Miss Lisa Cooper

[cooperl@lingfieldcollege.co.uk](mailto:cooperl@lingfieldcollege.co.uk)

Head of Sixth Form - Mrs Alison Folkard

[folkarda@lingfieldcollege.co.uk](mailto:folkarda@lingfieldcollege.co.uk)

SEND Coordinator - Mrs Sue Sevier

[seviers@lingfieldcollege.co.uk](mailto:seviers@lingfieldcollege.co.uk)

Director of Sport & Co-curricular - Mr Steve Casey

[caseys@lingfieldcollege.co.uk](mailto:caseys@lingfieldcollege.co.uk)

Sport & Co-curricular Activities Secretary - Mrs Suzanne Lewis

[lewiss@lingfieldcollege.co.uk](mailto:lewiss@lingfieldcollege.co.uk)