



Lingfield
COLLEGE

**SENIOR School
ENTRY INFORMATION
2026-27**

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.

Student Induction Days provide an opportunity for children to meet future peers, familiarise themselves with the School site and enjoy some taster lessons.

- **Thursday 18th June: Induction Day for all students joining in Years 9 & 10**
- **Friday 26th June: Induction Day for all students joining in Years 7 & 8**

Induction Evenings for parents provide an opportunity to meet one another and key members of staff, and learn more about the curriculum, expectations, and the range of opportunities available.

- **Thursday 4th June: Parents of students joining in Years 9 & 10**
- **Wednesday 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 Miss Cooper, Head of Year, to support their transition into the year group.

On Wednesday, 26th August, Year 7 students will be invited to a Welcome BBQ and Treasure Hunt.

Further details of these events can be found in 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.

Years 7 and 8: Students are supervised in the library. Attendance is compulsory for students who remain on the School grounds after the end of the normal day at 3.50 pm, unless they are engaged in another approved activity such as a sports fixture, drama or music rehearsal, or an after-School club. Students are welcome to complete homework, read or work on the computers.

Years 9 - 11: Students may use designated rooms for quiet, independent study. These rooms are unsupervised; however, Senior Staff will be on duty nearby. Students may also attend an approved activity such as a sports fixture, drama or music rehearsal, or an after-School club. Alternatively, students may choose to relax in designated outdoor areas, which are regularly patrolled by staff.

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 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. 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.

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.

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 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 two clubs each week to offer enrichment beyond the classroom.

Club programmes are sent out via email in good time during the previous term. Students should ensure they choose clubs which 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 comprises 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. 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.

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.

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.

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

The Medical Room is by the main entrance of the School and is supervised by Office Staff, who will contact parents if necessary. To ensure the best possible care and safety of our students, it is important that students do not contact parents directly to be collected.

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 Sports Pavilion.

If there is a requirement for non-prescription or over-the-counter medicines to be administered by a member of staff in the School, parents should bring the medication to the School Office where it can be securely stored, along with a completed Medical Consent Form (available on the School website via the Firefly tab) giving permission for School staff to administer the medication to their child.

We are unable to store short-term medications in school once they are no longer required and ask that any excess be collected.

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 Adrenalin Auto-Injectors (AAIs), Neffy nasal sprays, asthma inhalers, or insulin pens must carry their medication with them at all times and must not leave it in a school bag. In addition, an appropriate number of clearly labelled spare medications must be kept in the Medical Office: AAIs/Neffy nasal sprays: a minimum of one spare (ideally two), Asthma inhalers and insulin pens: one spare.

Once the Autumn Term is underway, all students who use AAls/Neffy and/or Asthma Inhalers will be invited to a training session with the Medical Administrator. Students will be asked to bring two responsible friends with them. These friends will be taught how to recognise the signs and symptoms of anaphylaxis and asthma, and what action to take if they recognise symptoms in their friend.

For any student with an allergy requiring Adrenaline Auto-Injectors or Neffy Nasal Sprays, we will require a copy of the associated Allergy Action Plan, signed by their doctor or a suitably trained healthcare practitioner, a completed Medication Consent Form and an Enhanced Individual Healthcare plan.

For students that use an inhaler, please ensure that a School Asthma Card or Asthma Plan is completed at their annual asthma review and a copy is sent to the Medical Administrator.

It remains your responsibility to keep us updated of any changes to your child's medical needs.

Lockers

Each student is allocated a locker for the safe storage of books, bags and any personal items that they bring to School. There are also sports lockers available and students should bring their own padlock 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.

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.

Mobile Phones

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). We have a smartphone-free policy for Years 7 and 8, but brick/dumb phones are permitted for these year groups. 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.

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 lfield 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.

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 from November until February half term, a free Shuttle Service runs from School to Lingfield Station, leaving the Le Clerc car park at 4.45 pm each evening. Students must sign up for this service in advance at the School Office.



Useful Contacts

Headmaster - Richard Bool

Executive Assistant to the Headmaster - Tara Unwin

unwint@lingfieldcollege.co.uk

01342 838166

School Office

senioroffice@lingfieldcollege.co.uk

01342 832407

Reporting absence

absence@lingfieldcollege.co.uk

Medical Office

medical@lingfieldcollege.co.uk

Director of Finance & Resources - Angela Brassett

brassetta@lingfieldcollege.co.uk

Deputy Heads' PA - Rebecca Ericsson

ericssonr@lingfieldcollege.co.uk

01342 778828

Deputy Head (Pastoral) - Emma Parsons

parsonse@lingfieldcollege.co.uk

Deputy Head (Academic) - Craig Fast

fastc@lingfieldcollege.co.uk

Head of Year 7 - Andrew Loveday

lovedaya@lingfieldcollege.co.uk

Head of Year 8 - Charlotte Bradford

bradfordc@lingfieldcollege.co.uk

Head of Year 9 - Lisa Cooper

cooperl@lingfieldcollege.co.uk

Head of Year 10 - Philip Stanton

stantonp@lingfieldcollege.co.uk

Head of Year 11 - Yan Gonachon

gonachony@lingfieldcollege.co.uk

Head of Sixth Form - Christina McCarrick

mccarrickc@lingfieldcollege.co.uk

SEND Coordinator - Sue Sevier

seviers@lingfieldcollege.co.uk

Director of Sport & Co-curricular - Steve Casey

caseys@lingfieldcollege.co.uk

Sport & Co-curricular Activities Secretary - Suzanne Lewis

lewiss@lingfieldcollege.co.uk